

Certification Frequently Asked Questions - All Professional Staff

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Q: How do I get a copy of my Maryland Educator License?

A: Since 2007, the Maryland Educator License has been a digital license which you can access via your educator account on the [Maryland State Department of Education \(MSDE\) Teacher Education Application and Credentialing Hub \(TEACH\)](#).

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Q: I see ancillary credits on my Maryland license. What are ancillary credits?

A: These are additional MSDE requirements that you have completed. Ancillary reading indicates the number of reading credits you have completed via coursework, and/or reading testing completed. Ancillary special education indicates that you have completed a course in special education. This does not mean you are certified in reading or special education. Science of Reading indicates that you have completed one of [the options](#) to satisfy this requirement.

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Q: I have a master's degree, why am not eligible for the Advanced Professional License (APL) from Maryland.

A: In addition to a master's degree, an educator has to have at least three (3) years of verified satisfactory teaching experience.

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Q: Why are my outside agency CPD credits and college/university credits not all listed on my PDO transcript?

A: Your PDO transcript is to keep track of any completed MCPS workshops or courses. PDO is also a tool where you can register for MCPS workshops or courses and apply for tuition reimbursement. Your PDO transcript will only include your MCPS workshops or courses. The only college courses PDO will include are the SST or OAT courses offered through MCPS. The MCPS Certification Unit maintains your coursework applicable for licensure, renewal, and salary advancement.

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Q: How do I verify if a course or degree that I want to take is applicable toward certification, contingencies, or salary advancement?

A: Please review the Course Acceptability information page for helpful information. After reviewing the information page, please submit a request via email to Marie_Bercaw@mcpsmd.org if you would like to make sure that a course is going to apply toward any requirements or salary advancement.

Please include the following:

- Your employee ID
- College name, course information (department/number and title)
- The link to the college's course information available online
- How you plan to use the course:
 - For Advanced Salary Placement
 - For Licensure Requirements or Renewal

NOTE: You must inform us if a quick response is needed due to pending registration, but in most cases, please allow a couple of weeks for a response.

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Q: How do I find out how close I am to the next salary level?

A: Review our [Salary Advancement](#) information page to see how to determine credits earned toward salary advancement and the [Optional Guide](#) which contains a **Worksheet that can be saved to your Google drive to USE TO TRACK YOUR CREDITS TOWARD SALARY ADVANCEMENT.**

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Q: How do I advance to the next salary level?

A: Please see requirements for advancing to the next salary lane by referring to the [Salary Advancement](#) information page.

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Q: How do I know if I qualify for the Senior Status allowance?

A: Please refer to the Renewal information page for details.

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