

**CONTINUING PROFESSIONAL DEVELOPMENT (CPD)
EARNED FROM OUTSIDE AGENCIES
FREQUENTLY ASKED QUESTIONS**

IMPORTANT INFORMATION: Maryland State Department of Education (MSDE) credit cannot be earned during school/work hours by professional staff unless personal or annual leave is requested. Professional staff cannot use professional leave to take a CPD course. A copy of your approved leave form must accompany your MSDE CPD Credit Form.

1. What are some examples of outside agencies that carry MSDE credit?

- BBS
- Chesapeake Bay Foundation
- JHU-Center for Technology
- Kennedy Center
- Maryland Public Television
- Maryland State Department of Education
- National Audubon Society
- National Zoo
- Other Maryland school systems
- PBS TeacherLine
- Smithsonian
- Thinkport

2. Where can I find the MSDE course catalog?

- Go to [MSDE eConnect](#) to find a link to the course offerings named Continuing Professional Development (CPD) Credit. The spreadsheet has various provider tabs at the bottom.

3. How do you verify that a course carries MSDE credit?

- Contact the outside agency or check the outside agency flyers and catalogs for credit information. All approved courses have a Maryland State Department of Education CPD number.

3. At the completion of the course, do you receive a grade?

- You will receive credit slip form titled “Maryland State Department of Education CPD Completion For Credit Form.”

4. How is the MSDE CPD Credit Form processed?

- Email/Submit form to MCPS CPD Registrar, (Michele_M_Gessford@mcpsmd.org) OHRD/DCS, 45 West Gude Drive, Suite 2300, Rockville, Maryland 20850.
- The form is signed, if applicable, by the Professional Development Liaison between MCPS and MSDE.
- The CPD office will distribute the original to the Certification Unit and copy to participant.

5. How are MSDE credits used?

- Renewal of the Maryland certificate
- Salary advancement

6. Do outside agencies charge tuition?

- Some agencies do charge tuition. However, you may be eligible for tuition reimbursement through the [MCPS teacher tuition reimbursement program](#). Contact the tuition reimbursement office directly with questions about reimbursement.