

## For educators new to Maryland:

### Directions for applying for a MD teaching certificate on-line:

Persons new to teaching in Maryland must go on-line with the Maryland State Department of Education (MSDE) Educator Information System to create an Educator account with MSDE. Please follow the directions below to create your account and your Certification Application.

#### Accessing the website:

1. Go to [www.mdcert.org](http://www.mdcert.org).
2. Click on Login here... in the upper center of the page. You will be taken to a new window. Ensure your Pop-up blocks are disabled if you do not see the new screen.

#### Create a user account:

1. Click on NEW USER.
2. Input your SSN, Date of Birth and your Last name in the prescribed format.
3. Type in the validation characters which are case sensitive.
4. Click 'Next Page.'

#### Create your user name and password:

1. Use your TCPS e-mail address ([yourname@tcps.k12.md.us](mailto:yourname@tcps.k12.md.us)) as your username.
2. Create your password using the guidelines at listed on the screen. Please make a note of this password for future access to your account.

#### Complete the Application:

1. Click 'Apply for Certification' on the menu list at the left of the screen.
2. Read the Welcome screen and continue through each screen following the instructions on screen to complete the application.
3. Answer each Suspension/Revocation question (required).
4. Read and accept the affirmation statement and privacy notice.
5. Submit the application.

#### Print your completed Application

1. ***This screen is your only chance to print the application.*** Print two copies of the application and verify that it has printed before closing the screen.
2. Keep one copy for your files.
3. Send the other copy to your hiring contact at Human Resources.

Once you have submitted all required documents to HR, your file will be cleared to your TCPS Certification Specialist. You will receive a letter from your Certification Specialist once a request has been made to MSDE for your certificate. Once your certificate request is approved at MSDE (allow up to 90 days), you will be able to go back to this account to view and print the certificate.