

PERSONNEL: Professional**Permanent: Certification**

- A. Employees in a position directly related to the instructional program must hold an appropriate certificate as set forth by the State Board of Education Code of Maryland Regulations.
- B. It is the responsibility of the holder of the certificate to know the certification regulations relative to their certificate. Teacher Personnel representatives will make available current certification regulations to all employees.
- C. The Board of Education of Baltimore County will request for its employees the renewal of the certificate and will deduct the state's mandated fee from employees' paychecks.

Certificates issue to individuals employed by a Maryland public or accredited non-public school as of January 1, 1995, are as follows:

Standard Professional Certificate I (SPC I) is issued for three (3) years to an individual under a regular contract and is renewable only one (1) time at the request of the superintendent for an employee who is unable to meet the experience requirement for the SPC II. The employee must present six (6) semester hours of acceptable credit to receive the renewed SPC II for three (3) years. Acceptable credit is defined as approved credit completed at a regionally accredited college/university or through Maryland State Department of Education's (MSDE) inservice program. This certificate can be renewed once if the employee is unable to satisfy the experience requirement needed for the SPC II.

- Standard Professional Certificate II (SPC II) is issued for seven (7) years to an individual who presents: six (6) semester hours of acceptable credit (as defined in SPC I), completed three (3) years of satisfactory professional school-related experience, of which two (2) years must be consecutive, and a Professional Development Plan. This certificate cannot be renewed.
- Extended Standard Professional Certificate II (ESP II) is issued for three (3) years to an individual who received a SPC II certificate but had an interrupted service causing the individual to fail to meet the Advanced Professional Certificate experience requirement. This certificate cannot be renewed.
- Advanced Professional Certificate (APC) is issued for five (5) years to an individual eligible for a professional certificate who presents: a master's degree or 36 semester

hours of post-baccalaureate credit (21 graduate credits and 15 additional graduate, undergraduate, or MSDE approved inservice credits) of which six (6) semester hours must be related to a specific assignment and verification of four (4) years of satisfactory school experience of which two (2) years must be consecutive within the seven (7) years preceding the issuance of the APC. The exception to the 36 semester hour APC is for Trades and Industry teachers who must complete a planned program of 35 semester hours of which a maximum of six (6) Maryland State Department inservice credits may be applied. Trades and Industry teachers are required to plan their program with the Supervisor of Technical Programs. APC certificates can be renewed for subsequent five- (5) year periods with a professional development plan, verification of three (3) years of satisfactory school-related experience completed within the five (5) years immediately preceding the issuance of the renewal and six (6) semester hours of acceptable credit or equivalent experiences as verified by the superintendent. Acceptable credit, for the renewal of the APC, is defined as approved credit (undergraduate/graduate) completed at a regionally accredited college/university, MSDE inservice credit, or Board of Education of Baltimore County (BEBCO) credit. BEBCO credit is available for approved travel; supervising a student teacher, an intern, or an observation/participation student; participating in summer curriculum workshops for ten- (1) month employees who forfeit salary; and approved prorated continuing education units. Equivalent experiences (in lieu of credits) are any approved combination of one (1) or more of the following types of professional growth activities: teaching a college or inservice course, auditing a college course, publication in a professional journal, development and/or production of educational materials, authoring or co-authoring a book, assuming professional responsibilities such as team leader, department chairman, instructional specialist, assistant principal, and principal.

- Provisional Certificate is issued to an individual who fails to meet minimum requirements for a professional certificate. This certificate is valid for one (1) year and upon the recommendation of the superintendent may be renewed if the teacher has satisfied the provisions of the plan, on which the certificate was initially issued, including completion of at least six (6) semester hours of credit toward the professional certificate and achieving a qualifying score on the required teacher certification tests, as applicable.

Employees with certificates issued prior to January 1, 1995, will be required to renew or advance by applying the previous guidelines.

- Five (5) year Standard Professional Certificates (I and II) and renewed and/or advanced by presenting six (6) and thirty (30) semester hours of post-baccalaureate credit, respectively. Fifteen (15) of the thirty (30) must be completed for graduate

credit and a maximum of fifteen (15) can be MSDE inservice and/or undergraduate credits. Employees who have not completed a three (3) semester hour course in Introduction to Special Education or Mainstreaming will be required to satisfy this requirement as part of their renewal or advancement credits. Employees certificated in Early Childhood, Elementary, English, or Social Studies who have not completed a three (3) hour semester course in the methods of teaching reading will be required to satisfy this requirement as a part of their renewal and/or advancement credits.

Three (3) years of successful teaching must also be verified before the issuance of the Advanced Professional Certificate.

- Ten (10) year Advanced Professional Certificates will continue to be renewed with six (6) semester hours of acceptable credit or equivalent experiences as described above.
- Provisional certificate holders are held to the same requirements as described above.

A grade of “C” or better is required for all course work.]

Assignment Out of Field

D. A professionally certificated teacher who accepts an assignment out of his/her certificated area will maintain his/her certificate. If the teacher remains in this assignment for more than one (1) year, six (6) semester hours of appropriate credit is required each school year, after the first year, until course work requirements are satisfied for the additional endorsement. All testing requirements must be met no later than the last semester in which course work is completed.

Failure to Satisfy Renewal Requirements or Earn a Professional Certificate

E. A teacher who fails to satisfy renewal requirements of his/her certificate or fails to meet the requirements for a Standard Professional or an Advanced Professional Certificate will be terminated. The superintendent has the prerogative to freeze the teacher’s salary on step and, on the teacher’s behalf, petition the Maryland State Department of Education to issue the appropriate certificate.

Rule

Superintendent of Schools

Approved: 6/12/75
Revised: 9/21/78
Revised: 5/24/79
Revised: 5/10/84
Revised: 5/22/86
Revised: 5/10/90
Revised: 4/21/95]