Certification Requests

On April 27, 2022, MSDE released The Educator Application and Certification Hub (TEACH). Existing applicants and certificate holders will need to complete a one-time registration by visiting [https://certificationhub.msde.maryland.gov](https://certificationhub.msde.maryland.gov). You will be required to upload verification of identification such as a driver’s license or passport. Verification of your identification must be completed before any service or request can be completed.

When registering please ensure your email address is updated. The Office of Certification will provide updates and notifications to teachers through TEACH when reviewing certification applications/requests.

TEACH requires educators to submit an application/request for a MSDE certificate to be renewed, issued, add an endorsement, or name change. The Office of Certification can no longer initiate certification transactions on behalf of BCPS contracted educators. Below are instructions on how to request a certification service through the TEACH Educator Dashboard. All available applications/requests can be found under “Online Services”.

Online Services

- Renew my Unexpired Certificate
- Add Endorsement to an existing certificate
- Transcript Analysis Evaluation Request
- Remove an Endorsement
- Request a Name Change
- Request Verification of my Certification
- Update my Highest Degree
- Request Verification of my Test Scores

Processing window for all certification applications/requests that include all required documentation is 8-10 weeks.

Certificate Renewal

ALL certificate holders to include teachers eligible for renewal as senior teacher exemption and/or administrator must complete the following steps within one (1) year of the certificate expiration date.

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- Step 1: Verify your identification by registering through TEACH (skip step if already completed)
- Step 2: Submit an application/request for renewal.
- Step 3: Upload CPD credit slips (if applicable)
  
  Step 4: Send electronic transcript to MSDE. (certificationtranscripts.msde@maryland.gov)

Endorsements

- Step 1: Verify your identification by registering through TEACH (skip step if already completed)
- Step 2: Submit an application/request for endorsement.
- Step 3: Upload score report. (Note: Report not needed if assessment was taken after April 27, 2022 AND MSDE is listed as a score report recipient.)
  
  Step 4: Send electronic transcript to MSDE. (certificationtranscripts.msde@maryland.gov)

Transcript Analysis

- Step 1: Verify your identification by registering through TEACH (skip step if already completed)
- Step 2: Submit an application/request for a Transcript Analysis

Name Change

- Step 1: Verify your identification by registering through TEACH (skip step if already completed)
- Step 2: Submit an application/request for a name change

Certification Fee

- MSDE charges $10 for all certificate renewals and initiate certificates. There is no charge for endorsements. The certificate fee will no longer be deducted from the BCPS payroll check. It is the certificate holder’s responsibility to log into the Educator Dashboard to pay the certificate fee. The educator will be prompted to do so when the application/request is completed.
- The MSDE certificate will not be available to download or print until the certificate fee is paid.