

PROFESSIONAL PUBLIC LIBRARIANS AND PUBLIC LIBRARY DIRECTORS FAQ

1. I am employed in a MD public library. How do I apply for certification?

All individuals employed as a Professional Public Librarian or Public Library Director are required to hold appropriate certification. If you have not already done so, create your portal account at https://eisportal.msde.maryland.gov/_layouts/15/educator/Login/Default.aspx. After creating a portal account, submit an official, sealed copy of your Master's Degree transcript (from an ALA accredited institution) and an MSDE application for certification to your Staff Development Coordinator. Link to the MSDE Initial Application for Educator Certification Form on the mdcerft.org website:

<http://marylandpublicschools.org/about/Documents/DEE/Certification/InitialAppCertificaton2017.pdf>

The applicant also completes the **Request For Certification** form that resides on the MAPLA website where Certification materials are stored.

**Alternately, these materials can be mailed to certdocuments.msde@maryland.gov. Official transcripts may be mailed, but must be initialed and dated by the SDC

At the same time, the applicant creates an account on the EIS portal www.mdcert.org. Your Staff Development Coordinator or designated Administrator will submit a request to MSDE on your behalf along with your documents.

2. How long does it take to process a request for an initial certification?

The processing time may take up to 6 weeks or longer. You may check the status of your request by logging into your account at

https://eisportal.msde.maryland.gov/_layouts/15/educator/Login/Default.aspx

If the request status is: *Waiting for Review*, MSDE has not yet reviewed your case; if the request status is: *In Progress*, MSDE is reviewing the case; if the request status is: *Waiting for Documents*, MSDE will contact your Staff Development Coordinator to request any documents necessary to proceed. Please contact your Staff Development Coordinator or designated Administrator if you are having difficulty.

3. When do I pay for a certificate?

Once MSDE approves your eligibility, you will receive an email requesting payment via online the portal or by mail. You may pay online through PayPal with a credit card (visa or MasterCard) or send a money order, certified check, or cashier's check made payable to the Maryland State Department of Education at the following address:

Maryland State Department of Education, Certification Branch
200 W. Baltimore Street
Baltimore, Maryland 21201

You may also include your payment with your application packet.

***Please check with your library: some library systems pay their staff members' certification fee and have a procedure in place for this payment.**

4. How will I know when my certificate has been issued?

The MSDE Educator Information System (EIS) will notify you via email that your request for certification has been approved. You will be able to download and print your certificate through your portal account. If you do not have a portal account or have difficulty printing your certificate, please use the Request a Copy of My Certificate form located at www.mdcert.org. You will need to provide a hard copy of your Certificate to your Staff Development Coordinator or designated Administrator for their personnel files.

5. How do I ensure that my certificate stays up to date?

Each public librarian and library associate is required to earn 90 contact hours to renew their certification every five (5) years. To renew your certification, submit a completed and signed Full Record Form listing your individual, earned contact hours to your Staff Development Coordinator or designated Administrator.

6. How do I renew my certificate?

Your Supervisor or Staff Development Coordinator will make a request for renewal on your behalf and submit proof that you have completed 90 hours of professional learning within the five year period. The renewal hours may be submitted up to ninety days prior to the expiration of the current certificate.

(MSDE also provides a 90 day grace period after the expiration date to submit your request; however the credits/contact hours must be earned prior to the expiration of your certificate.

***Please check with your library system -- many library systems do not offer this grace period after the expiration date.)**