

CERTIFICATION INFORMATION
FOR
TALBOT COUNTY PUBLIC SCHOOLS

WHAT? WHEN? HOW?

TALBOT COUNTY EDUCATION CENTER
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Easton, MD 21601

Human Resources Department
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INTRODUCTION

Purpose of Pamphlet

Thank you for taking the time to review this pamphlet which has been prepared to help you better understand the certification process. It is our hope that this will provide answers to the many questions certificate holders have regarding the certification process.

Areas addressed are:

- The importance of knowing where your teaching certificate (license) is located
- Clarification regarding the information on your teaching certificate
- Requirements for certificate renewal
- Acceptable credit and the process for program and coursework approval
- Reading coursework requirements for certificate holders
- The process for requesting a Maryland State Department of Education (**MSDE**) evaluation for an Advanced Professional Certificate (**APC**) and a Talbot County 30 or 60 hour evaluation.
- The process for requesting a **MSDE** evaluation of coursework needed to add an additional area to your teaching certificate
- A Professional Development Plan – Part I (**PDP-I**) and suggestions on designing a plan

The Human Resources Department is open daily from 8:00 a.m. to 4:30 p.m. Please feel free to call 410-822-7557 or email eroberts@tcps.k12.md.us if you have any follow-up questions or concerns.

D. Lynne Duncan, Assistant Superintendent
for Administrative and Support Services

Eunice Roberts
Personnel Supervisor

GENERAL INFORMATION

Common Acronyms

APC	–	Advanced Professional Certificate
COMAR	–	Code of Maryland Regulation
CPD	–	Continuing Professional Development Credits (inservice)
DHR	–	Department of Human Resources
ESPC II	–	Extended Standard Professional Certificate II
ETS	–	Educational Testing Service
ICC	–	Interstate Certification Contract
IHE	–	Institute of Higher Education
LEA	–	Local Education Agency
MAP	–	Maryland Approved Program
MSDE	–	Maryland State Department of Education
NCATE	–	National Council for Accreditation of Teacher Education
PRAXIS	–	Teacher Certification Tests
PDP	–	Professional Development Plan
PEC	–	Professional Eligibility Certificate
QHR	–	Quarter Hour: 1 QHR = 2/3 Semester Hour
RA-		Regionally Accredited
SHRS	–	Semester Hours
SPC I	–	Standard Professional I Certificate
SPC II	–	Standard Professional II Certificate
TCPS	–	Talbot County Public Schools

Maryland Teaching Certificate

A Maryland teaching certificate is your **license** to teach in an accredited public school in the state of Maryland. All Maryland certificates have an issuance and expiration date of either January 1 or July 1. As with all licenses, it should be treated as an important document and should be displayed in a convenient area so that you can refer to it for information. As stated on the actual certificate, **"It is the responsibility of the holder of this document to know the current certification regulations and to renew this certificate prior to the expiration date."**

A certificate is required of every teacher and specialist employed in the public school systems of Maryland. A certificate is required of each administrator and supervisor in a position directly related to the instructional program.

The Maryland certificate contains important information. It is important that you look over your certificate for information accuracy.

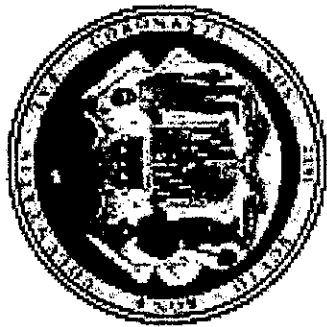
In looking at the sample certificate, notice that the first line on the far left of the certificate lists the Educator's ID, which is the last four digits of the individual's social security number.

The next section lists the highest degree earned. (High School, Bachelor, Master, Educational Specialist, Doctorate)

This is followed by the type of certificate. Certificate types are: Professional Eligibility, Standard Professional I, Standard Professional, Standard Professional II, Advanced Professional, and Conditional.

This is followed with the validity period of the certificate. Dependent on the time of the request, the certificate will have a January 1, or July 1, issuance and expiration date.

The final section lists the area(s) of certification. The certificate will also reflect Ancillary Credits. Special Education indicates that the individual has successfully completed a 3-semester hour course in either the introduction to special education, mainstreaming the special education student or the inclusion course. The (Reading 12) designates that the individual has satisfied a course in reading. (Refer to page 10 regarding reading requirements).



MARYLAND EDUCATOR CERTIFICATE

NAME

is issued this certificate on the basis of having met the legal requirements in the State of Maryland.

EDUCATOR ID

X X X X

HIGHEST DEGREE

Bachelor's

TYPE

Standard Professional I

VALID

7/1/2016 - 6/30/2021

CERTIFICATION AREAS

Early Childhood Education PreK- 3

Elementary Education 1-6

ANCILLARY CREDITS

Reading 12

Special Education

It is the responsibility of the holder of this certificate to know the current certification requirements and to renew this certificate prior to the expiration date.

Given at Baltimore, Maryland, by

State Superintendent of Schools

Types of Maryland Certificates

Professional Eligibility Certificate (PEC) - Issued for 5 years and renewable for additional 5-year periods ***prior to regular contractual employment*** in a local school system.

Standard Professional Certificate I (SPC I) - Issued for 5 years at the request of the local school system to an individual employed under a ***regular*** contract. This certificate is renewable only one time at the request of the local superintendent of schools for an individual. The applicant must still present 6 semester hours of acceptable credit to receive the renewed SPC I for 5 years.

Standard Professional Certificate II (SPC II) - Issued for 5 years to an individual who has completed the SPC I certificate and has presented verification of three years of satisfactory professional school related experience, a Professional Development Plan (PDP-I) and 6 semester hours of acceptable credit.

Advanced Professional Certificate (APC) - Issued for 5 years upon verification of the completion of an approved master's degree, or verification of the completion of an approved 36-credit program. The 36 credit program must consist of a ***minimum*** of 21 approved graduate credits. The remaining 15 semester hours may consist of approved MSDE continuing professional development credits and/or approved post-baccalaureate undergraduate credits. Regardless of the route, at least 6 of the credits must be (recent) acceptable credit. In addition, the individual must present verification of 3 years of satisfactory school experience prior to the issuance of the APC.

Obtained National Board Certification and earned a minimum of 12 semester hours of approved graduate coursework, earned after the conferral of the bachelor's or high degree and related to the teacher's specific discipline or the specialist's specific assignment.

Conditional Certificate - Issued for 2 years to an individual hired by a local school system that does not meet the full certification requirements for a professional certificate. There is a lifetime cap and limit on the number of conditional certificates an individual may receive.

Renewal Requirements for Educators Employed in Local Public School Systems, Non-public Special Education Facilities, and State Institutions. To renew this certificate, you must:

- complete the necessary credits as indicated on the following chart, including the MSDE reading requirements (if applicable);
- submit an official transcript for all coursework completed (degree conferrals must be verified with an official transcript);
- complete satisfactory experience as required; and
- complete a certificate renewal plan (if applicable, the plan is sent to you prior to renewal).

For the following paragraphs, acceptable credit is defined as post baccalaureate course work taken at a regionally accredited college/university or through MSDE-approved continuing professional development (CPD) credits. The course work must also be related to a school assignment, earned within 5 years immediately preceding the date on which the certificate is issued, and earned in reading courses if the educator has not yet completed them. See last page for reading requirements.

<p>Standard Professional Certificate 1 (SPC1) 5-Yr. validity</p> <p>To obtain SPC2: Complete 6 semester hrs. of credit; and Complete 3 yrs. of satisfactory school-related experience; and Complete a SPC Certificate Renewal Plan prior to obtaining the SPC2.</p>	<p>Standard Professional Certificate 2 (SPC2) 5-Yr. validity</p> <p>To obtain the APC: Complete a Master's; OR The equivalent of 36 semester hrs. of post-baccalaureate course work, 21 of which must be graduate credits from a regionally accredited college or university; OR Obtain National Board Certification and complete a minimum of 12 semester hrs. of graduate credit and Complete 3 yrs. of satisfactory school-related experience; and Complete a Certificate Renewal Plan for the APC just prior to obtaining the APC.</p>	<p>Advanced Professional Certificate (APC) 5-Yr. validity</p> <p>To renew APC: Complete 6 semester hrs. of course work or the equivalent; and Complete 3 yrs. of satisfactory school-related experience; and Complete APC Certificate Renewal Plan.</p>
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FAILURE TO MEET YOUR RENEWAL REQUIREMENTS WILL RESULT IN A SALARY PENALTY, LOSS OF TENURE, AND CONDITIONAL CERTIFICATION OR TERMINATION OF PERMANENT EMPLOYMENT STATUS.

Do you have senior status?

If you will complete or have completed at least 25 years of public or non-public professional school service, in Maryland or any other state, or you are or will be at least 55 years of age any time within the validity dates of this certificate, you may qualify for senior status. Acceptance of the senior status allowance is determined by each local school system in Maryland and enables you to renew your certificate without further renewal requirements. For certificate renewal only, senior status will remain in effect as long as you are employed by a local Maryland school system, non-public special education facility or State institution that recognizes and accepts this allowance. Once you terminate employment, the senior status allowance no longer applies and you must complete the appropriate requirements.

Certificate Processing Fee

A certificate processing fee is required for an initial certificate, a change in certificate type, and for the renewal of a certificate. The renewal fee is paid through **MYSCHOOLBUCKS** or a check can be made payable to the Talbot County Public Schools. MSDE does not accept personal checks.

A fee is **NOT** required when adding an additional endorsement area to the certificate, when moving from one LEA to another, or for a name change.

Provided you are under contract and continuous employment with a LEA, renewal requests and changes/additions to certificates are made through your local education agency (LEA) [Note: This includes teachers who are on approved leave and sabbatical leave.]

Acceptable credit

Acceptable credit is defined as approved credit taken at a regionally accredited college (courses must carry a grade of "C" or above) or through MSDE approved CPD's; related to a school assignment and earned within 5 years immediately preceding the date on which the certificate is issued.

Video, Telecommunication, and Correspondence Courses - Approved video, Internet, telecommunication, and correspondence courses, which are offered for undergraduate or graduate credit by a regionally accredited institution, are accepted by the TCPS.

MSDE Approved Renewal Credit for APC Certificate Holders - MSDE Approved Renewal credit is awarded only toward the *renewal* of the 5-year APC for experiences that reflect professional growth and that take place beyond the workday. [Note: Advanced Professional Certificate holders with a certificate issuance date of 01/01/1999 and thereafter, must meet the reading requirements, if still needed, before equivalency units may be used toward the renewal of that certificate.]

Examples of equivalent professional development activities for which equivalent unit(s) may be found on the back of the PDP-I form, as shown on the following two pages.

Institutional Accreditation

MSDE will recognize credits and degrees earned at any educational institution that has been accredited by one of the regional accrediting associations.

Submitting Course Credit

It is the employee's responsibility to maintain an accurate record of post-baccalaureate work with the Personnel Office. Credit must be reported by submitting **original** grade slips or **official** transcripts. These official documents are NOT forwarded by the college/institution unless requested by the student. MSDE approved workshop grade slips taken through the TCPS should also be sent to Human Resources.

Changes in degree status must be verified on an official transcript. The official transcript must show degree awarded and date conferred. A statement from the university/college, on their official letterhead, verifying the degree is not acceptable for certificate changes. Records will not be updated and certification requests will not be processed without official documentation. **Changes in degree status that do not result in certificate advancement or in adding an additional teaching area to your certificate will only be processed by MSDE at renewal time.**

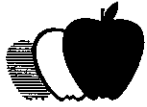
Original Grade Slip - An original grade slip is the one received by the student from a college or university upon completion of coursework. A photocopy is NOT acceptable as an "original."

Official Transcript - An official transcript is a dated transcript bearing the seal of the institution, or the appropriate color coding, and signed by the registrar. A photocopy is NOT acceptable as official.

Foreign Transcript When an applicant has earned credit outside of the United States, MSDE and the TCPS require an official transcript from the college/university, an acceptable translation of the transcript, and a course-by-course evaluation from an agency approved by MSDE to provide this service. **Both MSDE and the TCPS will accept course-work only as designated by the *approved* evaluating agency.**

Professional Studies Subsidy Form

Prior to taking any coursework or MSDE approved workshops or classes for which reimbursement is sought, a "Subsidy Application" form must be submitted to Human Resources as required by the Teachers' Negotiated Agreement and TCPS policy. These forms are available in your school office. The form should be sent in ample time to receive a reply prior to registration for the course(s). Failure to obtain approval could result in the employee finding, after completing a course, that it is not reimbursable or not applicable for the intended purpose.



TALBOT COUNTY
Public Schools

...each student will learn, grow and succeed.

TALBOT COUNTY PUBLIC SCHOOLS
P.O. BOX 1029
EASTON, MD 21601

DISBURSEMENT AUTHORIZATION
PLEASE PAY \$ _____
FOR _____ CREDITS TAKEN
DURING FISCAL YEAR _____
DATE: _____
APPROVED: _____

SUBJECT: APPLICATION FOR PROFESSIONAL STUDIES SUBSIDY

TO: PERSONNEL OFFICE, TALBOT COUNTY PUBLIC SCHOOLS DATE _____

FROM: _____
Teacher/Employee Current Certificate School

I am planning to attend _____ from _____
College Issuing Graduate Credits

_____, 20____ to _____, 20____. I would like to enroll in the following courses:
(Classes Begin) (Classes End)

_____ for _____ hours of credit
No. Title

_____ for _____ hours of credit
No. Title

_____ for _____ hours of credit
No. Title

Are you taking this (these) course(s) to upgrade or improve job skills? Yes No

PLEASE INDICATE COST PER CREDIT HOUR FOR COURSES LISTED ABOVE: _____

NOTE: Approval is contingent upon the relationship of course to the educational mission of Talbot County Public Schools and applicable union agreements, if any.

DO NOT COMPLETE ITEMS BELOW THIS LINE

1. Amount involved — Credits: _____ at \$ _____ per credit = \$ _____
2. Credit hours in Maryland means Semester Hours.
3. To convert Quarter Hours to Semester Hours, multiply by 2/3.

The courses proposed above for subsidy are approved _____

Date: _____ Fiscal Year: _____

Revised 09/05
Form #686

AMOUNT PAID: _____
DATE PAID: _____
PAID BY: _____

Reading Requirements

Teachers seeking renewal of early childhood education, elementary education or special education (birth-grade 3 and grades 1-8) certificates are required to have 12 semester hours of reading coursework. Teachers in the above areas needing more than 6 semester hours of reading coursework must submit a minimum of 6 semester hours within the first renewal period and the remaining semester hours during the second renewal period. Teachers in the above listed areas needing 6 semester hours of reading or less will have one renewal period to submit the coursework.

Teachers seeking renewal of secondary education, special education (grades 6-12 and K-12) certificates will have one renewal period to submit the 6 semester hours of reading coursework.

Teachers seeking renewal of N-12/K-12 certificates (i.e. art, music, physical education) will have one renewal period to submit the 6 semester hours of reading coursework. Teachers who have certificates in the areas of Trades and Industry are not mandated to meet the additional reading requirements.

Specialist and administrative areas of certification are not affected by the reading regulation. However, if an individual holds certification in either a specialist or administrative area **and** a teacher area, he/she must meet the reading requirements or forfeit the teacher area from his/her certificate.

Upon receipt of your initial Maryland certificate or upon receipt of your renewed Maryland certificate, you will receive information as to what reading requirements, if any, you will need to satisfy. Certificates will be noted with a (R1), (R3), (R6), (R9), or (R12) which will indicate the credits satisfied to date.

NOTE: Undergraduate coursework, with a grade of "C" or better that meets the state's mandated reading course content will be counted toward meeting the semester hours of required reading credit. MSDE approved coursework that meets the state's mandated reading course content will count toward the credits needed.

Process for Requesting an Evaluation

APC Evaluation – at the time of the SPC I renewal, along with your SPC II, you will automatically receive from MSDE an evaluation for the APC. This evaluation shows what course work you have satisfied to date and what additional coursework you will need to satisfy to be eligible for the initial APC. (Please know that you may send in a written request at any time to Human Resources to obtain an official MSDE Certification Specialist's APC evaluation.)

30 Hour or 60-Hour Evaluation – upon receipt of a written request, sent to Human Resources, an evaluation will be done for you that will reflect the course work you have satisfied to date. A master's degree must have been conferred. The credits may be approved Graduate, Undergraduate, or MSDE credits. **Local renewal credits do not qualify unless they are also approved for MSDE credit.**

Requirements for Adding an Endorsement to a Current Certificate - An educator with a valid Maryland professional certificate in a **classroom teaching** area may add a new endorsement by successfully completing the appropriate Praxis content test **OR** through the completion of 30 hours of appropriate college coursework:

- Elementary or Early Childhood: Distributed across the four content areas of English, social studies, math and science;
- Secondary, middle school or Pre-K-12: 15 credits in area sought and 15 in content-related area;
- Special Education: 15 credits in the age-appropriate area of special education and 15 in related areas

Only individuals under contract as a teacher, specialist, or administrator with the TCPS are eligible to request an evaluation through the TCPS Human Resources Office.

TESTS (PRAXIS I & PRAXIS II)

The Maryland State Department of Education set qualifying scores for the PRAXIS I BASIC SKILLS ASSESSMENTS known as Praxis Core Academic Skills for Educators (CORE). These tests consist of a reading component, a writing component, and a mathematics component. ACT, SAT, or GRE scores are acceptable.

The PRAXIS II CONTENT AREA ASSESSMENTS consist of testing the knowledge in the content area and content pedagogy. The tests are multiple choice and constructed response.

- Applicants for Initial Certification must take the required tests for Maryland.
- All candidates applying for an initial Maryland teaching certificate, except those coming in via the experience route, are required to present qualifying scores on the Praxis I Basic Skills Assessments and the appropriate Praxis II Subject Assessment where required.
- Registration procedures, fees, and forms as well as test dates and locations are from the Educational Testing Service. You can also visit ETS's website at www.ets.org/praxis.

*When taking tests, please designate **MSDE (#7403)** as a score recipient. Upon receipt of **your** score report, please send a copy to the TCPS Human Resources for placement in **your personnel file**.

Professional Development Plans

Professional Development Plan - I

PDP-I form is to be filled out by an employee as a condition of certificate renewal. Individuals set a goal for themselves which will meet their specific requirements for certificate renewal and which will also enhance their professional growth. The plan is reviewed by the individual's immediate supervisor, signed, and submitted to the Personnel Office for document retention.

- For the **SPC** holder the plan needs to state whether they intend to complete an approved master's degree or an approved 36 credit program.
- For the **APC** holder the plan needs to state a goal that they have set for themselves to complete over the 5-year validity period of the subsequent certificate. A minimum of six (6) credits are required during that validity period. A listing of equivalent renewal credit options is included.
- **Please also note that the mandated reading coursework must be a part of your plan if you have not already satisfied the required credits for your certification area.**

Professional Development Plan – II

PDP-II form is to be filled out by annually by each teacher as part of their personal development plan which may or may not meet the teacher's specific renewal requirements. **The PDP-II is not required for certificate renewal.**

Advanced Professional Certificate Renewal Credits – revised 2015

Below is a list of approved TCPS professional growth activities that may be used to renew the APC along with the corresponding credits awarded (TBD where noted).

ACTIVITY	CREDIT <i>15 hours = 1 Credit</i>
1. Attending a professional conference/seminar that supports current assignment. * Presenting at professional conference/seminar. * Planning and implementation of a training session based upon conference/seminar for a targeted group, as directed by principal and/or supervisor	1 - Attending 2 - Presenting 3 - Conducting
2. Developing and/or revising curriculum. Renewal credits determined by content supervisor.	1-3 credits
3. Designing and implementing an innovative school project. Renewal credits determined and documented by principal and approved by Assistant Superintendent for Instruction.	1-3 credits
4. Teaching a college course or MSDE approved inservice course. Renewal credits determined by semester hour credits earned by student(s).	1-3 credits
5. Serving in a leadership role in a national, state, or local professional education organization that directly impacts instructional improvement for students (per principal or supervisor approval)	1 credit
6. Equity training , as designated by TCPS and required of all employees E-Team and CARE team may be awarded additional credits (TBD by principal)	1 credit 1 additional credit
7. Serve on a MSDE/TCPS Committee/Task Force Serve in a leadership role on a MSDE/TCPS Committee/Task Force	1-2 credits 3 - Chairperson
8. Successfully completing a non-credit training course with pre-approval of principal/supervisor (e.g. Advanced Placement training)	1-3 credits
9. Plan, implement and present a Parent/Community Workshop	1 credit
10. Publish an article in a national, state, or regional professional publication related to a certificate holder's professional field.	1 credit
11. Serving on School Improvement Teams and/or Strategic Planning Committee Monthly meetings/times determined by the Principal with yearlong focus (must be at least 15 hrs.)	1 credit
12. Supervising a student teacher (one or more sessions)	1 6 – 8 weeks per semester 1 credit
13. Application/designation as TCPS Teacher of the Year	1 credit applying 2 credits TOY
14. Activities pre-approved by Superintendent and noted on PDP	1-3 credits



Advanced Professional Certificate Renewal Credit **Revised Guidelines 2015**

The requirements to renew an Advanced Professional Certificate (APC) include the completion of 6 semester hours of acceptable credit.

Credits can be earned through:

- approved college coursework,
- MSDE Continuing Professional Development credit(s) (CPD), and/or
- Advanced Professional Certificate Renewal Credits.

If all specific MSDE requirements, such as the reading credits, have been satisfied, then a teacher may use local school system professional growth activities to renew the APC. A list of professional growth activities is developed and maintained by the Superintendent.

The following guidelines apply when using the TCPS APC renewal credits:

- 1) If applicable, all reading requirements must first be met.
- 2) Activities should support your current professional assignment.
- 3) No activity may be used for more than 3 renewal credits during any 5 year APC renewal period.
- 4) Renewal credits are submitted on Part I of the Professional Development Plan (PDP-I) to fulfill state recertification requirements.
- 5) All renewal credits for teachers, counselors, and other school-based certificated staff must be approved in advance by the principal.

Credits for Central Office certificated staff must be approved in advance by the Assistant Superintendent for Instruction.

Credits for principals must be approved in advance by the Superintendent.

- 6) Back-up documentation such as course syllabus or workshop outline, if applicable should be included for approval.
- 7) Renewal credits must be earned during the validity period of the 5-year APC for which they are to apply for renewal.
- 8) A teacher or certificated staff must be employed by TCPS at the time the renewal credits are approved, completed, and submitted to Personnel.
- 9) A teacher or certificated staff must be employed by TCPS at the time of certificate renewal or MSDE will not accept the renewal credits.
- 10) Renewal credits are not recognized for advancement on the salary scale. They are for recertification **only**.

Employment Contingencies

MSDE regulations allow local school systems to establish standards for employment higher than those required for certification. Employment contingencies are requirements imposed by TCPS that exceed those required for issuance of a certificate by MSDE. Receipt of a Maryland professional certificate does not necessarily mean that employment contingencies have been met. For example, within the TCPS in order to teach certain science and mathematics classes at the middle school level you must be certified in the specific area.

Assignment

Each teacher employed in the public school systems of Maryland shall hold a professional certificate in the teacher's area of major assignment.

A local school system sometimes finds it necessary to assign a teacher to teach outside the teacher's area of certification.

For each consecutive year after the first year that a teacher is assigned to teach outside of the teacher's area of certification, the teacher shall earn at least 6 semester hours per year toward certification in the out-of-area assignment before continuing the assignment or complete the appropriate Praxis content test.

Areas of Certification

Administrator I (Supervisor)
Administrator II (Principal)
Art PreK-12
Biology 7-12
Business Education 7-12
Chemistry 7-12
Computer Science 7-12
Dance Pre K-12, 7-12
Early Childhood PreK-3
Earth/Space Science 7-12
Economics 7-12
Elementary 1-6
Elementary 1-6 & Middle
English 7-12
Environment Science 7-12
ESOL PreK-12
Family & Consumer Science 7-12
Geography 7-12
Guidance Counselor
Health Education Pre K-12
Health Occupations 7-12
Health/Physical Education 7-12
Hearing Impaired
History 7-12
Home Economics 7-12
Industrial Arts/Technology 7-12
Library Media Specialist
Marketing Education 7-12
Mathematics 7-12
Middle School: English/LA
Middle School: Mathematics
Middle School: Science
Middle School: Social Studies
Music 7-12
Physical Education N-12
Physical Science 7-12
Physics 7-12
Political Science 7-12
Professional and Technical Education
Pupil Personnel Worker

Psychology 7-12
Reading Specialist
Reading Teacher
School Psychologist
School Social Worker
Severely & Profoundly Handicapped
Social Studies 7-12
Sociology 7-12
Special Education Birth-Grade 3
Special Education 1-8
Special Education 6-Adult
Speech Communication 7-12
Speech Pathologist
Superintendent
Supervisor of Guidance
Supervisor School Psychologists
Supervisor of Pupil Personnel
Supervisor of Special Education
Supervisor of Teachers of Hearing Impaired
Technology Education 7-12
Theater 7-12
Trades & Industry 7-12
Visually Impaired
World Languages 7-12
(French, German, Latin, Russian, Spanish, Chinese Mandarin)

Questions??

Provided you are under contract and continuous employment with the TCPS, if you have questions you can contact Eunice Roberts, Personnel Supervisor at the TCPS Personnel Office at 410-822-7557 or email at ***eroberts@tcps.k12.md.us***.

**** All other individuals must directly contact the MSDE at (410) 767-0412.***