

# REGULATION

## ANNE ARUNDEL COUNTY PUBLIC SCHOOLS

**Related Entries:** GBE  
**Responsible Office:** DIVISION OF HUMAN RESOURCES

### **EDUCATOR CERTIFICATION**

#### **A. PURPOSE**

To establish clear, consistent, and accurate information regarding Code of Maryland Regulations (COMAR) certification requirements for professional education personnel.

#### **B. BACKGROUND**

Code of Maryland Regulations (COMAR) requires certification of professional education personnel by the State to ensure that such staff possess the minimum essential knowledge and skills needed to achieve the outcomes for public education declared by the State Board of Education; that professional preparation and training are united with the instructional practices and outcomes expected for public education; that academically successful, multitalented and experientially diverse individuals are being sought and retained by local school systems, and that certificated education personnel maintain competent practice through career long-engagement with their content area, research, best practice, and expert opinion.

To ensure our students meet or exceed standards and fulfill their individual potential it is essential to appoint qualified and appropriately certificated staff who possess requisite knowledge and skills.

#### **C. PROCEDURES**

1. Educators who have a certification requirement as part of their position are required:
  - a. to maintain their appropriate certification by complying with the requirements for their position; and
  - b. to understand the ramifications of failing to maintain their professional certification which can include a financial penalty, loss of tenure, and potential loss of employment.
2. Educators shall maintain an accurate record of copies and paperwork that relate to and support the educator's certification and shall submit the records and paperwork to the Division of Human Resources, Certification Office.
3. Educators shall pay Maryland State Department of Education certification fees through payroll deductions which shall be processed by the Division of Human Resources during the initial application process and during the processing of subsequent renewals.

4. The Division of Human Resources shall follow established procedures for the initial application for certification and subsequent renewals.

**Regulation History:** Developed by Superintendent 05/11/16  
Reviewed by Board of Education 06/01/16  
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**Note Previous Regulation History:** none