



CONTINUING PROFESSIONAL DEVELOPMENT SPRING 2025 CPD COURSE OFFERINGS

Harford County Public Schools Office of Organizational Development welcomes you to a broad range of professional and personal development opportunities. These offerings focus on the development of skills and the acquisition of knowledge enhancing your performance and satisfaction as a professional educator. We strive to give participants the opportunity to have experience and training in new approaches and techniques and to increase professional competence and knowledge.

Course online registration opens on November 7, 2024, and will take place through our HECTOR platform.

Continuing Professional Development (CPD) classes are offered for all HCPS personnel. The courses are also available to interested participants who are not employees of HCPS. Course guideline limitations apply to all registrants.

To register: [HECTOR LINK](#)

Please [click here](#) for course registration procedures.

SPRING COURSES

Course	Delivery Method	MDSE#	Credits	Dates	Time	Instructors	Deadline to Register	Fees
Care and Prevention of Athletic Injuries Class Limit: 25 Participants Class minimum: 15 Audience: HCPS Coaches Only	In person at Aberdeen High	20-12-03 1S-25	1	The course will meet on February 12, 13, 19, and 20, 2025	6:00pm - 9:00pm	Erica Richardson erica.richardson@hcp.s.org	January 22, 2025	HCPS: \$0.00
Educational Equity in Harford County (formerly Education That is Multicultural in the Classroom of the 21 st Century) Class Limit: 22 Participants Class minimum: 15 Audience: Current HCPS employees ONLY	Synchronous Course materials are available on Canvas. Directions will come from your instructor.	24-12-01 1S-25	3	Thursdays, January 2 – April 3, 2025	4:30pm – 7:30pm	Bridgette Bell bridgette.bell@hcps.org	December 12, 2024	HCPS: \$0.00
Introduction to Sign Language I Class Limit: 25 Participants Class minimum: 15 Audience: Current HCPS employees ONLY	In person Patterson Mill High School, Media Center	21-12-04 1S-25	3	Wednesdays, January 8 – April 23, 2025	4:30pm- 7:30pm	Carrie Clark carrie.clark@hcps.org	December 18, 2024	HCPS: \$0.00

Course	Delivery Method	MDSE#	Credits	Dates	Time	Instructors	Deadline to Register	Fees
Laboratory Safety Workshop for Career & Technology Education Teachers Class Limit: 12 Participants Class minimum: 8 Audience: Current HCPS employees ONLY	Hybrid In-person at C. Milton Wright (room 250)	24-00-05F 1S-25	1	Wednesdays, April 23 – May 28, 2025	4:30pm – 7:30pm	Jamieson Durette jamieson.durette@hcps.org	April 2, 2025	HCPS: \$0.00
Process and Acquisition of Literacy Class Limit: 20 Participants Class minimum: 15 Audience: Current HCPS employees ONLY	Asynchronous on Canvas	21-00-27 1S-25	3	January 6 – April 14, 2025	Asynchronous	Diana Kolego diana.kolego@hcps.org	December 16, 2024	HCPS: \$0.00
Spanish for Communication I Class Limit: 25 Participants Class minimum: 15 Audience: Current K-12 HCPS employees ONLY	In person Bel Air High School	20-12-01 1S-25	2	Thursdays, January 16 – March 20, 2025	5:00pm-8:00pm	Adriana Nunez adriana.nunez@hcps.org	December 19, 2024	HCPS: \$0.00

We reserve the right to cancel any course due to low enrollment.

COURSE DESCRIPTIONS:

Care and Prevention of Athletic Injuries

The fee for this course has been waived for all HCPS Employees, as well as HCPS coaches and assistant coaches. This course will fulfill the Maryland Public Secondary Schools Athletic Association (MPSSAA) requirements for Coaching.

***ATTENDANCE AT ALL FOUR SESSIONS IS MANDATORY**

Prerequisites: All perspective participants must have a coaching application on file with HCPS and a fingerprinting appointment scheduled or completed.

This course will provide information on the legal, ethical, regulatory, and procedural aspects of coaching athletics in Harford County Public Schools. Topics such as: required forms for participation, county rules and regulations, team management, player safety, injury prevention, and relationship dynamics between coaches, parents, students, and officials will be covered. **This course is for HCPS COACHES ONLY.**

Educational Equity in Harford County

Formerly Education That is Multicultural in the Classroom of the 21st Century

All new professional staff are required to take this three-credit in-service course within the first two years of employment. This course replaces the Education that is a Multicultural Course (previously required) and aligns with the Educational Equity in Maryland, COMAR 13A.06.01. This course is designed to educate staff on COMAR 13A.06.01 Educational Equity in Maryland and the HCPS Educational Equity policy and procedures and infuse equity and cultural proficiency principles and supporting instructional strategies into curriculum, instruction, assessment, school climate, and instructional material selection. All participants will develop lesson plans that will demonstrate an understanding of educational equity and culturally proficient pedagogy.

For all questions regarding the course, contact Kim Sullivan, Office of Equity and Cultural Proficiency at 410-809-6065

Introduction to Sign Language

Participants of this course will be introduced to the basic structures, features, vocabulary, and fingerspelling of sign communication systems. An overview of the deaf culture, educational options for students who are deaf and hard of hearing and hearing loss will be presented.

Upon completion of this course, participants will be able to

- Recognize and form letters of the manual alphabet.
- Fingerspell first and last names.
- Receptively and expressively fingerspell simple words
- Accurately display the four parameters (e.g., handshape, movement, location, palm orientation) necessary to produce a minimum of 100 signs.
- Use signs for practical application in the classroom (e.g., sign the Pledge of Allegiance, a story, song, or poem)

Laboratory Safety Workshop for Career & Technology Education Teachers

The Harford County Laboratory Safety Workshop prepares teachers and staff to work in, use, and monitor students in most Technology Education Labs for school-centered (curricular and extra-curricular) activities. The course utilizes a teaching/learning strategy in which participants are introduced to specific safety concepts as well as tool usage guidelines and practical activities. Participants are encouraged to share their experiences and techniques in a collaborative, peer-based learning environment. Group and individual activities will facilitate sharing information and deepening understanding.

The course covers a wide range of topics from -

- eye protection
- laboratory signs and markings
- fire safety
- regulation and legal responsibilities
- safety test
- specific tool use and training

Process and Acquisition of Literacy

This course is designed to provide teacher candidates and in-service teachers with the foundations related to literacy processes and acquisition. Effective literacy teaching begins with a deep understanding of the component processes associated with reading and writing and the ways that students develop into skilled and motivated readers and writers.

The course is organized along five major themes: the component processes involved in reading and writing; the nature and structure of the English language; the ways that native English speakers and English learners differ in the ways they read and write; the developmental phases associated with learning to read and write for native English speakers and English learners; and the many factors that influence literacy development. Where appropriate, students in this course will also explore how to assess literacy processes and acquisition.

Course topics include.

- Theoretical models for reading and writing that drive literacy acquisition.
- The structure of the English language
- Components of literacy acquisition
- Factors that influence literacy acquisition

Spanish for Communication I

This course will introduce the basic fundamentals of the Spanish language necessary for practical situations in order to assist Spanish speaking students and parents in schools. Participants will be able to: demonstrate a basic knowledge of Spanish language; apply knowledge gained to real world situations when interacting with Spanish-speaking parents and students; assist Hispanic students and parents with school registration and other paperwork; tend to basic communication needs of Hispanic students regarding school and health issues.

Course Fees and Payment Information

Course fees are as follows:

	Full-time HCPS Employees	Non-HCPS Participants
1 credit	\$0	\$50.00
2 credits	\$0	\$70.00
3 credits	\$0	\$90.00

Some courses may require special materials or texts. These fees may or may not be included in the course fee. Please refer to the individual course description.

The courses offered in this catalog are offered at our low/no tuition rates as a service to HCPS employees, as well as other interested in MSDE certification. Although some courses are required by MSDE for educators to maintain certification, the costs of these courses follow the same fee schedule.

Fees are due at the time of course registration and will be paid through HECTOR. Payment of fees in HECTOR is made through PayPal. **You are not registered for a course until payment is received.** Upon acceptance of payment, you will receive an automated email advising you of your course registration. HCPS employees may not remain on the waiting list due to non-payment of course fees if there are spaces available on the class roster. **Failure to pay fees may result in withdrawal from the course waiting list.**

Course refunds are processed if a course is cancelled due to low enrollment, or if a registrant withdrawing from a course cancels their registration through HECTOR **at least FIVE (5) business days prior to the course start date.** Refunds requested within 60 days of original payment will be done in the means that original payment was provided. PayPal payments will be refunded as a credit to the account. Refunds requested for payments that were provided more than 60 days will be processed as a refund check issued by Harford County Public Schools. Contact hcpsprofessionallearning@hcps.org if you need assistance in this process.

Cancellation Policy

If a change of plans results in the inability to participate in a course, the participant is required to withdraw. This may be done through HECTOR. Course withdrawal is not completed until an email message confirming withdrawal is received by the participant. A participant is required to give notice of withdrawal at least **FIVE (5) business days before the course's start date.** This will allow a registrant from the waiting list the opportunity to participate in the course. Refund of course fees cannot be processed for cancellations with less than FIVE (5) business days' notice.

Inclement Weather Condition Procedures

IF Harford County Public Schools are closed or close early, ALL evening classes are cancelled and will be rescheduled. If schools are closed on Friday, any in-service class scheduled for the following Saturday is cancelled, unless otherwise stated by the instructor.

Course Registration Procedures

Welcome to HECTOR!

HECTOR is Harford County Public Schools' online course registration system.

HECTOR allows everyone – HCPS employees as well as non-employees – to register for CPD courses electronically.

Registration for courses through HECTOR will also allow you to pay for courses by PayPal at the time of course registration.

HECTOR LINK

Please [click here](#) for course registration procedures.

HCPS employees should register for all courses contained in this catalog through HECTOR.

HECTOR can be accessed at your work location and/or at home with your HCPS Username and Password. (This is the same password that you would use to access your HCPS email account.)

- Payment for all courses will be done at the time of registration through PayPal.
- **A participant is not registered for a course until payment is received.**
- An automated email message acknowledging payment and providing full course details will be sent to each registered participant.

Non-HCPS Employees will set up an account in HECTOR.

- Course registration should be done through HECTOR.
- Per HCPS CPD course guidelines, your name will be placed on a waiting list until three weeks prior to the start date of a course.
- If spaces are available on the course roster three weeks prior to the first day of class, you will be sent an automated email advising you that payment is owed. Registration at this point is on a first come-first served basis.
- Payment will be made through HECTOR and facilitated by PayPal.
- **A participant is not registered for a course until payment is received.**
- An automated email message acknowledging payment and providing full course details will be sent to each registered participant.

Registration Deadlines

To register for a course after the course registration deadline stated in the course description, please contact hcpsprofessionallearning@hcps.org. Every effort will be made to accommodate the request.

Eligibility for Credit

Successful participation in a MSDE CPD course will result in MSDE in-service credits. Use of credit gained through CPD courses is dependent upon the certification status of the individual.

- Except for the applicable reading and special education courses, no MSDE in service course is applicable for initial Maryland certification.
- One (1) MSDE in-service credit is equivalent to 15 Professional Development Points.
- A maximum of six (6) MSDE in-service credits may be accepted as part of the planned program of study beyond the master's degree (master's +30/M30).

NOTE: Graduate credits are not available for the courses shown in this catalog unless specified in the course description.

Specific questions regarding individual MSDE courses should be directed at follows:

- For HCPS certificated employees who hold an APC, Contact Carolyn CJ Harbach at Carolyn.Harbach@hcps.org
- For HCPS certified employees who hold a Conditional Certificate/License, Contact Maranda Scott at Maranda.Scott@hcps.org
- For HCPS certificated employees who hold any other type of certificate, Contact Aretha Young at Aretha.Young@hcps.org.
- Other Maryland local school system certificated employees should contact their HR office.

All other individuals should contact MSDE at 410-767-0412 or 866-722-8922.

Requirements to Receive Course Credit

MSDE requires a minimum of 15 hours of classroom participation for each credit earned. **It is necessary that an individual attends every session of the course.** If a participant must be absent, arrangements should be made with the course instructor for a similar activity or assignment. A participant may not miss more than one hour of class time per credit received. Any additional absences may result in the loss of credit. Upon successful completion of a course, an MSDE credit certificate will be issued. Credits earned towards certification must be completed within the certification dates. There will be no extensions or exceptions per MSDE requirements.

CPD CREDIT FORMS

We have transitioned to digital CPD Credit Forms. At the conclusion of your course please look for an emailed copy of your credit form. This is for your records only, no action required. The digital form will replace the pink participant copies that have arrived via courier in the past. Please either print a copy or save the email for your personal records.

CERTIFICATION

Do you have certification question? Check out the [Certification Shared-Site](#). Most answers can be found from the following documents.

- General Certification Information
- APC Equivalency Renewal Credit Form
- Planned Program of Studies Beyond the master's degree (M30)
- Master's +60

Additional Contacts-

Aretha Young, Certification Coordinator,
Aretha.Young@hcps.org, 410-588-5258

- Certification – for individuals whose positions require certification (initial, renewal, endorsements, evaluations)
- Public Service Loan Forgiveness (PSLF) & Teacher Loan Forgiveness (TLF)
- Planned Program Beyond the master's degree- Master's +30
- Planned Program of Studies-Master's +60
- Advanced Professional Certificate (APC) "Equivalency" Renewal Credits
- Salary Changes for master's Equivalency, Master's, master's +30, Master's +60, Doctorate

Carolyn CJ Harbach, Certification Assistant,
Carolyn.Harbach@hcps.org, 410-588-5258

- Advanced Professional Certificate/License Renewals

TUITION REIMBURSEMENT

Tuition Reimbursement Guidelines

All HCPS employees are eligible for tuition reimbursement. Employees interested in this benefit should consult the appropriate [negotiated agreement](#) and the [Tuition Reimbursement SharePoint page](#) for more specific information. **MSDE CPD (offered through HECTOR or Thinkport) course fees are not eligible for tuition reimbursement.**

Contact the HCPS Benefits Office,
Benefits@hcps.org, 410-588-5275 for more information.

The Harford County Public School System (HCPS) does not discriminate based on race, color, sex, age, national origin, religion, sexual orientation, gender identity, marital status, genetic information, disability, or any other basis prohibited by law regarding employment or conditions of employment, or participation in or access to its programs, activities, or services. Inquiries related to the non-discrimination policy of the Board of Education of Harford County should be directed to the Supervisor of Equity and Cultural Proficiency at 410-809-6065

Online Courses Featuring



Thinkport

Harford County Public Schools is offering to all educational personnel the opportunity to take online Professional Development classes for MSDE credit through **Thinkport**. Select classes are also available for college credit. The courses are sponsored by Maryland PBS TeacherLine. **Thinkport** offers directed online courses focused on Maryland State Curriculum and facilitated by a Maryland educator.

Access **Thinkport** at

<http://www.thinkport.org/msde-cpd-credit.html>

Please refer to the website at **Thinkport.org** for course availability and start dates. Courses are 6 weeks long unless otherwise noted. All resources and materials will be provided. All you need is a computer and Internet access.

Here's how it works:

Step One: Review the online courses that are eligible for MSDE credit. Complete course descriptions may be found on **Thinkport**.

Access **Thinkport** at <http://www.thinkport.org/msde-cpd-credit.html>

Step Two: Register for classes through **Thinkport**.

Step Three: Pay for the course through **Thinkport**. Early registration discounts may be available.

Step Four: Once you successfully complete the course, Maryland Public Television will mail your credit form and grade within a week of completing the course. Credits forms should be submitted as follows:

HCPS Certificated Employees – Submit the credit certificate to the Professional Learning Office at the Roberty Building, Attention Lori Gohlinghorst. Please retain a copy of the certificate for your records.

Certificated Employees of other Maryland school systems - Submit your credit memo to your Human Resources office with a letter explaining the request and including identifying information such as name and employee ID#. Please retain a copy of the certificate for your records.

If you are not currently teaching, forward the original credit slip to the Maryland State Department of Education Certification Office if you decide to request a renewal of your certificate in the future. The submission should include a cover letter explaining the request and identifying information such as name, current address, phone number, and social security number.

Contact Patricia Proutt at pproutt@mpt.org for more information.