Colleagues,

The Harford County Public Schools Professional Development Office is excited to offer this selection of Continuing Professional Development courses for the employees of Harford County Public Schools, community members seeking to maintain teaching certification, and people interested in ongoing professional learning. I think you will find an interesting mix of topics and areas for learning in this course selection booklet. Whether you are new to your career level or a more seasoned professional, there are courses in this booklet designed to provide value in building your future success.

I am a big believer in the importance of lifelong learning. As educators, we are challenged to provide the very best for our students. To be successful, we must continually refine, refresh, and enhance our knowledge of content and instructional practices.

Research shows “overwhelmingly that interventions in teacher education and professional development are successful. That is, teachers can learn to improve their teaching in ways that have direct effects on their students.” (National Reading Panel, 1999, p. 5-13), Darling-Hammond suggests, “Nothing is more important to the learning of students than what their teachers know, believe, and can do.”

Thank you for the work you do for the advancement of student achievement. I encourage you to continue to consider best ways to grow as a professional to be able to meet the ever-changing needs of students.

Feel free to contact me if you have questions, concerns, and/or comments regarding professional development. We welcome your ideas about new courses to consider as additions to our offerings. Specific questions regarding your certification needs should be directed to Barbara Matthews in the HCPS Division of Human Resources.

Harford County Public Schools has made a commitment to professional development as a means to improve achievement of all students, at all levels, and in all subgroups. I look forward to supporting your professional growth.

Jackie Tarbert
Coordinator of Professional Development
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. See page 5 for guidelines.

<table>
<thead>
<tr>
<th>TABLE OF CONTENTS</th>
<th>Page # online</th>
<th>Page # Print</th>
</tr>
</thead>
<tbody>
<tr>
<td>Continuing Professional Development General Information</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>Course Fees and Payment Information</td>
<td>5</td>
<td>4</td>
</tr>
<tr>
<td>Course Registration Procedures</td>
<td>6</td>
<td>5</td>
</tr>
<tr>
<td>HECTOR Directions</td>
<td>7-10</td>
<td>6-9</td>
</tr>
<tr>
<td>Certification &amp; Tuition Reimbursement</td>
<td>11</td>
<td>10</td>
</tr>
</tbody>
</table>

**SUMMER 2020**

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Care and Prevention of Athletic Injuries</td>
<td>14</td>
<td>13</td>
</tr>
<tr>
<td>Utilizing Office 365 for Educators</td>
<td>15</td>
<td>14</td>
</tr>
<tr>
<td>Education That is Multicultural in the Classroom of the 21st Century</td>
<td>16-17</td>
<td>15-16</td>
</tr>
</tbody>
</table>

**FALL 2020**

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Utilizing Office 365 for Educators</td>
<td>21</td>
<td>20</td>
</tr>
<tr>
<td>Sheltered Instruction Observation Protocol for English Language Learners (SIOP ESOL)</td>
<td>22</td>
<td>21</td>
</tr>
<tr>
<td>Spanish for Communication I</td>
<td>23</td>
<td>22</td>
</tr>
<tr>
<td>Education That is Multicultural in the Classroom of the 21st Century</td>
<td>24</td>
<td>23</td>
</tr>
<tr>
<td>Information Regarding MD State Reading Requirements by Certification Area</td>
<td>25-26</td>
<td>24-25</td>
</tr>
<tr>
<td>Thinkport</td>
<td>27</td>
<td>26</td>
</tr>
</tbody>
</table>
CONTINUING PROFESSIONAL DEVELOPMENT GENERAL INFORMATION

Harford County Public Schools Office of Professional 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.

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

Eligibility for Credit
Successful participation in an 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.
- Six (6) MSDE in-service credits may be applied toward the renewal of the Standard Professional Certificate and the Advanced Professional Certificate.
- 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 as follows:
- For HCPS certificated employees who hold an APC, contact Christine Lambert at Christine.Lambert@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 attend 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 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.
Course fees are as follows:

<table>
<thead>
<tr>
<th>Credits</th>
<th>HCPS Employees</th>
<th>Non-HCPS Participants</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$35.00</td>
<td>$50.00</td>
</tr>
<tr>
<td>2</td>
<td>$55.00</td>
<td>$70.00</td>
</tr>
<tr>
<td>3</td>
<td>$75.00</td>
<td>$90.00</td>
</tr>
</tbody>
</table>

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 tuition rates as a service to HCPS employees, as well as others interested in MSDE certification. Although some courses are required by MSDE in order 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 or credit card payments will be refunded as a credit to the account. Refunds requested for payments that were provided in excess of 60 days will be processed as a refund check issued by Harford County Public Schools. **Refer to page 11 for instructions on cancelling your course registration.** Contact 410-273-5621 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 (see page 11). Course withdrawal is not complete 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 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.
Welcome to HECTOR!

HCPS employees should register for all courses contained in this catalog through HECTOR, the HCPS course registration system. HECTOR can be accessed at your work location and/or at home with your HCPS User Name and Password. (This is the same password that you would use to access your HCPS email account).

- Instructions for registration through HECTOR are found on pages 7-11 of this catalog.
- Payment for all courses will be done at time of registration through PayPal. See pages 10-11 for PayPal instructions.
- 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-networked HCPS employees should contact Lori Gohlinghorst at Lori.Gohlinghorst@hcps.org or by calling 410-273-5621.

Non-HCPS Employees will set up an account in HECTOR, the HCPS CPD course registration system.

- Course registration should be done through HECTOR (see pages 7-11 for instructions).
- 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. You may use your PayPal account. See pages 10-11 for PayPal instructions.
- 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 Lori Gohlinghorst at 410-273-5621 or Lori.Gohlinghorst@hcps.org. Every effort will be made to accommodate the request.
DIRECTIONS FOR REGISTRATION ON HECTOR

1. Access HECTOR
   Direct Link https://www.hcps.org/staff/cpd/default.aspx
   
   OR
   www.HCPS.org > Staff > Resources for Staff > HECTOR logo middle of page

2. Enter your Username and Password. Select Login.
   ♦ **HCPS Employees**: Login using the same username and password that you use to access your email
   ♦ **Non-HCPS Employees**: Click on the Click Here to Register. Follow prompts to set up an account.

3. Select your Workshop/Training Enrollment
   A. Choose the appropriate Subject Area from the drop-down Menu. CPD session will appear under the subject CPD Courses for MSDE Credit. A list of upcoming session will appear.
   B. Review training(s) available for the subject. Select a session and Click on Register Now.
   C. A message will appear requesting verify your desire to enroll. Click OK. For course requiring payment see next section.
   D. You will receive an automated email message verifying your registration.
FOR COURSES THAT REQUIRE PAYMENT

Once you have selected a course session and verified course information a payment screen will appear. You must provide payment to be added to the class roster. Click Complete Checkout.

Verify that course information is correct. You will be charged the fee shown. If this is not the correct course, cancel registration. If the fee is not correct, contact Lori Gohlinghorst at 410-273-5621.
HCPS Employees – Please have your PayPal information ready. You will pay for your course at this time. You are not enrolled until payment is received. (This option will not appear if the roster is full. You will be placed on a waiting list. You will receive an email requesting payment of an opening occurs.)

Non-HCPS employees—will be placed on a waitlist and will be provided an opportunity to pay about three weeks prior to the course start date if space is available on the roster. Enrollment at this point is done on a first come first served basis. You are not enrolled until payment is received.

Please print your receipt. Once payment for a course is accepted, you will receive an automated email confirming enrollment in the course. This message will outline all details regarding the course.

CHECKING REGISTRATION AND HISTORY

If you are currently enrolled in a course or workshop it will be in the link Click Here for My Registration. You can manage your current registrations

- Cancel
- Email course contact/instructor
- Review sessions

If you want to check your registration history, Click Here for My Registration History. History will contain courses and workshops you have enrolled is since April 15, 2010.

NOTES:
These are not official transcripts or CPD forms.
Unowned information indicates that attendance was not recorded for the sessions in HECTOR. CPD grade will show only for courses in which CPD credit is available

Information for courses in which you are waitlisted can be found here.
1. Choose Click Here for My Registrations.
2. Choose Cancel Registration. Confirm your desire to cancel your registration by clicking OK. You will receive an automated email message confirming your withdrawal.

See course guidelines for cancellation policy.

QUESTIONS?

Please feel free to contact Lori Gohlinghorst via email at Lori.Gohlinghorst@hcps.org or by calling 410-273-5621
Do you have certification questions? 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
◊ Master’s +60

Additional contacts -
Aretha Young, Certification Services Team Leader
Aretha.Young@hcps.org
410-588-5258
◊ Certification—for individuals whose positions require certification (initial, renewal, endorsements, evaluations)
◊ Quality Teacher Incentive Act (QTIA)
◊ 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

Christine Lambert, Certification Assistant
Christine.Lambert@hcps.org
410-588-5258
◊ Advanced Professional Certificate/APC Renewals

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 -
Lisa Patterson, HR Specialist
Lisa.Patterson@hcps.org
410-588-5275
INTERESTED IN A CLASS
REGISTER EARLY
REGISTER THROUGH HECTOR
ENJOY YOUR LEARNING

This catalog and on-line registration are available on the HCPS website at

http://www.hcps.org/staff/default.aspx
The Harford County Public School System (HCPS) does not discriminate on the basis of race, color, sex, age, national origin, religion, sexual orientation, gender identity, marital status, genetic information, disability, or any other basis prohibited by law with regard to 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.
Care and Prevention of Athletic Injuries  
20-12-03C  
This course is for HCPS Coaches Only

Coordinator:  
Deborah Basler  
Supervisor of High School Physical / Health Education and Athletics

Instructors:  
Various

1 MSDE in-service Credit  
Non- HCPS Course Fee: $55.00**

At this time, class dates have not been scheduled.

If you would like to register for an upcoming date please contact Patricia Smith at patricia.smith2@hcps.org with the following information:
- Name
- Street Address
- City, State and Zip Code
- Phone number
- Email Address
- Coaching School
- Do you need CPR/AED Certification?

This course will fulfill the Maryland Public Secondary Schools Athletic Association (MPSSAA) requirements for coaching.

This course is for HCPS COACHES ONLY.
** The fee for this course has been waived for all HCPS Employees, as well as HCPS coaches and assistant coaches.

The Supervisor of Athletics for HCPS may grant exceptions to coaches from other counties. (A nominal fee may be charged for CPR/AED certification for out of county coaches.)

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. Participants will also earn CPR/AED certification.
Utilizing Office 365 for Educators
15-12-07C

Coordinator:
Martha Barwick,
Office of Technology

Instructors:
Erik Snyder
Aberdeen High School

If feasible, please use your HCPS issued device. Everyone on the same platform with the same software versions will alleviate a great many issues. As a Microsoft Office class, it’s necessary to have Office and Windows 10.

Attendance at all synchronous sessions is mandatory and assignments will need to be completed each day of the course. Due to the sequential nature of this course, there are no make-up sessions.

3 MSDE in-service Credit
HCPS Course Fee: $75.00
This course is available to current K-12 HCPS employees ONLY

SESSION 1
Course Title: Utilizing Office 365 for Educators
HCPS#: 15-12-07C-1U-20

Date: Mon—Fri, July 20—July 31, 2020
Time: 8:00 AM -12:00 PM (1-2 hour online synchronous Teams meetings will take place on July 20, 23, 27, 29, and 30; all other is asynchronous coursework can be completed anytime during the class day. Online support will always be available during the class time.)
Place: Course will be held virtually. Directions will follow from the instructor.
Deadline to register June 29, 2020
Class is limited to 18 Participants
Class minimum is 15 Participants

SESSION 2
Course Title: Utilizing Office 365 for Educators
HCPS#: 15-12-07C-2U-20

Date: Mon-Fri, August 3-14, 2020
Time: 8:00 AM-12:00 PM (1-2 hour online synchronous Teams meetings will take place on Aug 3, 6, 10, 12, and 13; all other coursework is asynchronous and can be completed anytime during the day of the class. Online support will always be available during the class time.)
Place: Course will be held virtually. Directions will follow from the instructor.
Deadline to register July 13, 2020
Class is limited to 18 Participants
Class minimum is 15 Participants

This Three credit course is designed for educators who wish to use Microsoft Office 365 Productivity software (Microsoft Word, PowerPoint, Outlook, OneNote and OneDrive) to more effectively collaborate, organize information, and produce materials in order to enhance student achievement and teacher productivity. Participants will learn how to use the various features of the applications to design, implement and assess learning experiences which integrate the Office applications in authentic learning. This course will support both the Maryland Teacher and Student Technology Literacy Standards.
Course listing are on the next page.

Coordinator: Paula Stanton
Manager of Equity and Cultural Proficiency

3 MSDE in-service Credit
HCPS Course Fee: $75.00
Non-HCPS Fee: $90.00

If you are taking this course as part of your newly hired professional staff contract, the course fee is waived.

Course will be held virtually with up to 90 minutes of synchronous virtual meeting time (via Microsoft Teams) for each day of the course. Direction will follow from the instructor.

Each local school system must demonstrate full and rigorous compliance with all components of the Education That Is Multicultural regulation including curriculum infusion, instruction, staff development, climate, and instructional resources. The HCPS Master Plan requires that new professional hires take the in-service course Education That Is Multicultural in the Classroom of the 21st Century within two years of employment.

This course fulfills the ETM course requirement of all HCPS newly hired professional staff and is designed to equip participants with the in-depth insight and skills to effectively provide sound instruction for a diverse student population.

Through this course participants will
◊ explore one’s own cultural experience and identify how this impacts the learning environment for students;
◊ identify and infuse education that is multicultural in school climate, instructional strategies, and curriculum content;
◊ analyze factors that either promote or impede equity in education and thus affect student success;
◊ apply appropriate instructional strategies designed to meet the divergent student learning styles of the classroom of the 21st century;
◊ reduce the academic gap among cultural and socioeconomic groups; and
◊ effectively plan for the learning needs of all children through differentiated instruction.

Upon completion of the course, participants will incorporate Education That Is Multicultural as they:
◊ design, share, and implement culturally proficient lessons and assessments that promote the success of all students and
◊ assess the learning styles of students and demonstrate methods of matching teaching styles with learning styles.

For all questions regarding this course, contact Kim Sullivan, Office of Equity and Cultural Proficiency at 410-809-6065
<table>
<thead>
<tr>
<th>SESSION 1</th>
<th>SESSION 2</th>
</tr>
</thead>
</table>
| **Course Title:** Education That is Multicultural in the Classroom of the 21st Century  
**HCPS#:** 18-12-08R-1U-20 | **Course Title:** Education That is Multicultural in the Classroom of the 21st Century  
**HCPS#:** 18-12-08R-2U-20 |
| **Instructor:** Erica Kelly, *Joppatowne High School*  
**Dates:** Daily, June 24—July 6, 2020  
**Times:** 8:30 am-3:00pm  
**Place:** Course will be held virtually with up to 90 minutes of synchronous virtual meeting time (via Microsoft Teams) for each day of the course. Direction will follow from the instructor. | **Instructor:** Karrie Bandy, *Havre de Grace Elementary School*  
**Dates:** Daily, July 6-15, 2020  
**Times:** 8:30 am-3:00 pm  
**Place:** Course will be held virtually with up to 90 minutes of synchronous virtual meeting time (via Microsoft Teams) for each day of the course. Direction will follow from the instructor. |
| **Deadline to Register:** June 3, 2020  
Class is limited to 30 Participants  
Class minimum is 15 Participants | **Deadline to Register:** June 15, 2020  
Class is limited to 30 Participants  
Class minimum is 15 Participants |

<table>
<thead>
<tr>
<th>SESSION 3</th>
<th>SESSION 4</th>
</tr>
</thead>
</table>
| **Course Title:** Education That is Multicultural in the Classroom of the 21st Century  
**HCPS#:** 18-12-08R-3U-20 | **Course Title:** Education That is Multicultural in the Classroom of the 21st Century  
**HCPS#:** 18-12-08R-4U-20 |
| **Instructor:** Carolyn VanRodden, *Southampton Middle School*  
**Dates:** Daily, July 24—August 5, 2020  
**Times:** 8:30 am - 3:00 pm  
**Place:** Course will be held virtually with up to 90 minutes of synchronous virtual meeting time (via Microsoft Teams) for each day of the course. Direction will follow from the instructor. | **Instructor:** Bridget Bell, *Edgewood Middle School*  
**Dates:** Daily, August 10-19, 2020  
**Times:** 8:30 am - 3:00 pm  
**Place:** Course will be held virtually with up to 90 minutes of synchronous virtual meeting time (via Microsoft Teams) for each day of the course. Direction will follow from the instructor. |
| **Deadline to Register:** July 3, 2020  
Class is limited to 30 Participants  
Class minimum is 15 Participants | **Deadline to Register:** July 20, 2020  
Class is limited to 30 Participants  
Class minimum is 15 Participants |
Authentic Learning in Science
18-12-03

Coordinator:
Andrew Renzulli,
Supervisor of Science

Instructors:
Jason Mills
Southampton Middle School

3 MSDE in-service Credit
HCPS Course Fee: $75.00
Non HCPS Course Fee: $90.00

Course Title: Authentic Learning in Science
HCPS#: 18-12-03-1S-20

Date: Daily, July 20—24, 2020
Time: 8:00am—4:00pm
Place: Harford Glen Wetland Room

Deadline to Register:
Class is limited to 20 Participants

Authentic investigations – genuine, open-ended inquiries – transformation of our disciplinary content from information to evidence to be sought and used by students. Participants will use science and engineering practices to investigate, document, and interpret a number of mock crime scenes. Forensic science content will be acquired as participants research and evaluate evidence collected from the scenes. Ultimately, participants will have to formulate a claim to explain the events that led to the scene and use the evidence collected to defend the claim. While this course will use forensic science as a context to teach science, the methods and strategies used are applicable to all content areas.
Cooperative Education and Outdoor Initiatives
18-12-05

Coordinator:
Joseph Harbert
Physical Education PK-8 & Health Education K-8
Adapted Physical Education PK-12

Instructor:
Jessica Willson
John Archer School

1 MSDE in-service Credit
HCPS Course Fee: $50.00

This course is available to current HCPS employees

Course Title: Cooperative Education and Outdoor Initiatives
HCPS#: 18-12-05-1S-20

Date: May 4—May 7, 2020 (May 8 will be an inclement weather make up date)
Time: 4:00pm -

This workshop is designed to train educators on the value of cooperative education and outdoor initiatives. It is based on the concept of the Full Value Contract with all participants agree to sign. Individuals will learn the value of the group and the importance of group goals. All experience on the philosophy, activities and debriefing process associated with this program are “Challenge by Choice.” The course will focus on the activities and debriefing process associated with this program in our schools.

Above and Beyond is a low ropes/cooperative education program and a part of the middle and high school physical education program. This course will provide the special training and instruction which is necessary for teachers to be permitted to utilize the low ropes program. It is utilized in numerous other instructional arenas as well as by staff and employees.

CANCELLED due to COVID-19
The Harford County Public School System (HCPS) does not discriminate on the basis of race, color, sex, age, national origin, religion, sexual orientation, gender identity, marital status, genetic information, disability, or any other basis prohibited by law with regard to 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.
Coordinator:
Martha Barwick,
Office of Technology

Instructors:
Erik Snyder
Aberdeen High School

3 MSDE in-service Credit
HCPS Course Fee: $75.00

Deadline to Register: August 25, 2020
Class is limited to 18 Participants
Class minimum is 15 Participants

Course Title: Utilizing Office 365 for Educators
HCPS#: 15-12-07-1F-20

Date: Tuesdays, September 15—December 8, 2020 (no 11/3)
Time: 4:30pm-7:30pm
Place: Harford Technical High School, Room 104

This course is available to current K-12 HCPS employees ONLY

Attendance at all sessions is mandatory. Due to the sequential nature of this course, there are no make-up sessions.

This Three credit course is designed for educators who wish to use Microsoft Office 365 Productivity software (Microsoft Word, PowerPoint, Outlook, OneNote and OneDrive) to more effectively collaborate, organize information, and produce materials in order to enhance student achievement and teacher productivity. Participants will learn how to use the various features of the applications to design, implement and assess learning experiences which integrate the Office applications in authentic learning. This course will support both the Maryland Teacher and Student Technology Literacy Standards.
The SIOP Protocol has evolved into a lesson planning and delivery approach which allows K-12 teachers to distinguish effective teaching strategies for beginner, intermediate, and advanced English Learners. This course is designed to provide a framework that addresses educator's needs by bringing their content knowledge and strategies for teaching ELL's together. Through the SIOP model, teachers are instructed on how to address the language development of needs of their students through organized techniques that facilitate the integration of district or state level standards for ESL and for specific content areas. Participants will receive compensation through a grant upon completion of the course and 1 CPD credit.
Spanish For Communication I
20-12-01

Coordinator:
Chandra Krantz
Supervisor of English Language Learners and World Languages

Instructors:
Melynda Velez
Joppatowne High School

2 MSDE in-service Credit
HCPS Course Fee: $55.00

Deadline to Register: August 25, 2020
Class is limited to 30 Participants
Class minimum is 15 Participants

This course is available to current K-12 HCPS employees ONLY

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 in regard to school and health issues.
Coordinator: Paula Stanton  
Manager of Equity and Cultural Proficiency

Instructor:  
Erica Kelly  
Joppatowne High School

3 MSDE in-service Credit  
HCPS Course Fee: $75.00  
Non-HCPS Fee: $90.00

If you are taking this course as part of your newly hired professional staff contract, the course fee is waived.

Course Title: Education That is Multicultural in the Classroom of the 21st Century  
HCPS#: 18-12-08R-1F-20

Dates: Tuesdays, August 25-December 1, 2020 (no class 11/31, 2/5 make up day)  
Course will be held virtually with up to 1 hour of synchronous virtual meeting time (via Microsoft Teams) for each week of the course. Direction will follow from the instructor.

Times: 4:30pm—7:30pm  
Deadline to Register: August 4, 2020  
Class is limited to 30 Participants  
Class minimum is 15 Participants

Each local school system must demonstrate full and rigorous compliance with all components of the Education That Is Multicultural regulation including curriculum infusion, instruction, staff development, climate, and instructional resources. The HCPS Master Plan requires that new professional hires take the in-service course Education That Is Multicultural in the Classroom of the 21st Century within two years of employment.

This course fulfills the ETM course requirement of all HCPS newly hired professional staff and is designed to equip participants with the in-depth insight and skills to effectively provide sound instruction for a diverse student population.

Through this course participants will
◊ explore one’s own cultural experience and identify how this impacts the learning environment for students;
◊ identify and infuse education that is multicultural in school climate, instructional strategies, and curriculum content;
◊ analyze factors that either promote or impede equity in education and thus affect student success;
◊ apply appropriate instructional strategies designed to meet the divergent student learning styles of the classroom of the 21st century;
◊ reduce the academic gap among cultural and socioeconomic groups; and
◊ effectively plan for the learning needs of all children through differentiated instruction.

Upon completion of the course, participants will incorporate Education That Is Multicultural as they:
◊ design, share, and implement culturally proficient lessons and assessments that promote the success of all students and
◊ assess the learning styles of students and demonstrate methods of matching teaching styles with learning styles.

For all questions regarding this course, contact Kim Sullivan, Office of Equity and Cultural Proficiency at 410-809-6065
The reading requirements were adopted by the State Board of Education effective January 1999. Therefore, the reading course work is not required for an employee until he or she receives a new certificate issued in 1999 or thereafter.*

If your teaching certificate is endorsed in the following area:

<table>
<thead>
<tr>
<th>Early Childhood/Elementary:</th>
<th>You will need</th>
<th>To include course work in the following areas:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Early Childhood Education</td>
<td>12 credits</td>
<td>· Processes and Acquisition of Reading Skills</td>
</tr>
<tr>
<td>Elementary Education</td>
<td></td>
<td>· Instruction of Reading</td>
</tr>
<tr>
<td>Generic Special Education</td>
<td></td>
<td>· Reading Assessment</td>
</tr>
<tr>
<td>Birth-3/1-8</td>
<td></td>
<td>· Materials for Teaching Reading</td>
</tr>
<tr>
<td>Mathematics Instructional</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Leader</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instructional Leader</td>
<td></td>
<td></td>
</tr>
<tr>
<td>STEM PreK-6</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Middle School Areas (4-9): | 6 credits       |                                               |
| English Language Arts      |               | · Methods of Teaching Reading in the Content Areas, Part I *(taken prior to 7/1/2020)* |
| Mathematics                |               | or                                              |
| Science                    |               | · Literacy in the Content Area, Part I          |
| Social Studies             |               |                                               |
| Mathematics Instructional |               |                                               |
| Leader 4-9                 |               |                                               |

| General Secondary Content Areas: | 6 credits       |                                               |
| Agriculture Agribusiness     |               | · Methods of Teaching Reading in the Content Areas, Part II *(taken prior to 7/1/2020)* |
| and Renewable Natural Resources |           | or                                              |
| Biology                     |               | · Literacy in the Content Area, Part II         |
| Blind/Visually Impaired      |               |                                               |
| Business Education           |               |                                               |
| Chemistry                   |               |                                               |
| Computer Science             |               |                                               |
| Deaf and Hard of Hearing     |               |                                               |
| Earth/Space Science          |               |                                               |
| Economics                   |               |                                               |
| English                     |               |                                               |
| Environmental Science       |               |                                               |
| Family and Consumer Sciences|               |                                               |
| Geography                   |               |                                               |
| History                     |               |                                               |
| Marketing                   |               |                                               |
| Mathematics                 |               |                                               |
| Physical Science            |               |                                               |
| Physics                     |               |                                               |
| Political Science           |               |                                               |
| Professional and Technical Education | |                                               |
| Severely and Profoundly Disabled | |                                               |
| Social Studies              |               |                                               |
| Generic Special Education   |               |                                               |
| grade 6-Adult               |               |                                               |
| Specialized Professional Areas |           |                                               |
| Speech Communication        |               |                                               |
| Technology Education        |               |                                               |
| Theater                     |               |                                               |
| Work-Based Learning Coordinator |         |                                               |

| Specialty Areas (PreK-12): |                                               |
| American Sign Language      |                                               |
| Art, Dance                  |                                               |
| English for Speakers        |                                               |
| of Other Languages          |                                               |
| Environmental Education     |                                               |
| Health, Music               |                                               |
| Physical Education          |                                               |
| World Languages             |                                               |

Alternative Options: MSDE has alternative options for satisfying certificate renewal reading requirements. Information regarding the options can be found in the “Reading Requirements/Alternative Options” section of the General Certification Information document on SharePoint: HR/Certification site.

If you hold certification in an area that requires 12 credits and another area that requires 6 credits, you must complete the 12 credits to maintain both certification areas.

Effective July 1, 2017, there was a transition from “reading” to “literacy” credits for those areas requiring 6 semester hours/credits. The transition is from “Teaching Reading in the Content Areas, Parts I and II” to “Teaching Literacy in the Content Areas, Parts I and II.” Details are outlined in the General Certification Information document on SharePoint: HR/Certification site.

Administrators and specialists who hold teaching certificates in the area(s) above must complete the appropriate reading course work to maintain the teaching certificate in the endorsed area(s).
At this time, reading courses will not be offered through HCPS.

All reading courses are offered through local colleges and universities, as well as area school systems. We have provided some options for you to pursue.

**Local School Systems:**
- Cecil County Public Schools
- Baltimore County Public Schools
- Baltimore City Public Schools

**Local Colleges/Universities:**
- Harford Community College
- Cecil Community College
- Goucher College
- Gratz College
- Notre Dame of Maryland University
- Towson University

**MSDE** offers online courses through Thinkport- [https://www.thinkport.org/online-courses-overview.html](https://www.thinkport.org/online-courses-overview.html)

*HCPS Employees Please Note:* Standard HCPS course fees apply to all courses including the reading courses listed in this catalog. The reading courses offered in this catalog are offered at our low tuition rates as a service to our employees, as well as other teachers interested in MSDE certification. Reading courses are required by MSDE as necessary to maintain certification. Current certification is required by HCPS as a part of your contract. These courses are also available at local colleges and universities.
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 Development Office at the CEO. 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
Look for the Spring 2021 Catalog
In November 2020