



CONTINUING PROFESSIONAL DEVELOPMENT SUMMER/FALL 2022 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 March 31, 2022 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.

SUMMER COURSES

Course	Delivery Method	MDSE#	Credits	Dates	Time	Instructors	Deadline to Register	Fees
Care and Prevention of Athletic Injuries Class Limit: 30 Participants Class minimum: 15 Audience: HCPS Coaches Only	In person at Patterson Mill High School	20-12-03 1U-22	1	June 7, 9, 14 & 16, 2022	6:00pm-9:00pm	Erica Richardson erica.richardson@hcps.org	May 17, 2022	HCPS: \$0.00 Non-HCPS \$50.00
Care and Prevention of Athletic Injuries Class Limit: 30 Participants Class minimum: 15 Audience: HCPS Coaches Only	In person at Patterson Mill High School	20-12-03 2U-22	1	August 1, 2, 8 & 9, 2022	6:00pm-9:00pm	Erica Richardson erica.richardson@hcps.org	July 11, 2022	HCPS: \$0.00 Non-HCPS \$50.00
Cooperative Education and Outdoor Initiatives Class Limit: 15 Participants Class minimum: 12 Audience: Current HCPS employees ONLY	Harford Glen	18-12-05	1	May 2-5, 2022 (May 6 a weather make-up day)	TBD	Jessica Willson jessica.willson@hcps.org	April 11, 2022	HCPS: \$0.00
The Ecological Study of Harford County Watersheds Graduate credits are available through Notre Dame of Maryland University. Please contact the Professional Development Office at HCPSProfessionallearning@hcps.org prior to the start of the session. Class Limit: 20 Participants Class minimum: 12 Audience: Current HCPS employees ONLY	In person Pre-Meet at C. Milton Wright High School Various field locations	17-12-01	3	Pre-meet June 2, 2022 June 20-23, 2022	5:00pm – 8:00pm 8:00am – 4:00pm	Linn Griffiths linn.griffiths@hcps.org Amanda Subolefsky amanda.subolefsky@hcps.org	May 12, 2022	HCPS: \$0.00 Non-HCPS: \$90.00

Course	Delivery Method	MDSE#	Credits	Dates	Time	Instructors	Deadline to Register	Fees
Education That is Multicultural in the Classroom of the 21st Century Class Limit: 30 Participants Class minimum: 15 Audience: Current HCPS employees ONLY	Virtually with up to 60 minutes of synchronous meeting time via Microsoft Teams. Course materials available on Canvas.	18-12-08R 1U-22	3	July 5 – July 14, 2022	8:30am – 3:00pm	Bridgette Bell bridgette.bell@hcps.org	June 14, 2022	HCPS: \$0.00
Education That is Multicultural in the Classroom of the 21st Century Class Limit: 30 Participants Class minimum: 15 Audience: Current HCPS employees ONLY	Virtually with up to 60 minutes of synchronous meeting time via Microsoft Teams. Course materials available on Canvas.	18-12-08R 2U-22	3	July 18 – July 27, 2022	8:30am- 3:00pm	Erica Richardson erica.richardson@hcps.org	June 27, 2022	HCPS: \$0.00
Education That is Multicultural in the Classroom of the 21st Century Class Limit: 30 Participants Class minimum: 15 Audience: Current HCPS employees ONLY	Virtually with up to 60 minutes of synchronous meeting time via Microsoft Teams. Course materials available on Canvas.	18-12-08R 3U-22	3	August 1 – August 10, 2022	8:30am – 3:00pm	Erica Richardson erica.richardson@hcps.org	July 11, 2022	HCPS: \$0.00
Education That is Multicultural in the Classroom of the 21st Century Class Limit: 30 Participants Class minimum: 15 Audience: Current HCPS employees ONLY	Virtually with up to 60 minutes of synchronous meeting time via Microsoft Teams. Course materials available on Canvas.	18-12-08R 4U-22	3	August 8 – August 17, 2022	8:30am – 3:00pm	Meredith Heldt meredith.heldt@hcps.org	July 18, 2022	HCPS: \$0.00

Course	Delivery Method	MDSE#	Credits	Dates	Time	Instructors	Deadline to Register	Fees
<p>Geology of Harford County</p> <p>Graduate credits are available through Notre Dame of Maryland University. Please contact the Professional Development Office at HCPSProfessionallearning@hcps.org prior to the start of the session.</p> <p>Class Limit: 25 Participants Class minimum: 15 Audience:</p>	In person at field locations throughout the county. Southampton Middle School, planetarium as inclement weather site.	18-12-06R 1U-22	3	Daily July 11-15, 2022	8:00am – 4:00pm	Jason Mills jason.mills@hcps.org	June 20, 2022	HCPS: \$0.00 Non-HCPS: \$90.00
<p>SIOP: Sheltered Instruction Observation Protocol for English Language Learners</p> <p>Class Limit: 20 Participants Class minimum: 15 Audience: Current K-12 HCPS employees ONLY</p>	In person at Aberdeen High School, Media Center	20-12-02 1U-22	1	Tuesdays and Thursdays July 12 – July 28, 2022 (Rain dates 8/2, 8/4)	8:00am – 11:00am	Caitlin Leonard caitlin.leonard@hcps.org Juraj Duracka juraj.duracka@hcps.org	June 21, 2022	HCPS: \$0.00

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

FALL COURSES

Course	Delivery Method	MDSE#	Credits	Dates	Time	Instructors	Deadline to Register	Fees
<p>Classical Astronomy for Educators</p> <p>Graduate credits are available through Notre Dame of Maryland University. Please contact the Professional Development Office at HCPSProfessionallearning@hcp.s.org prior to the start of the session.</p> <p>Class Limit: 30 Participants Class minimum: 15 Audience:</p>	In person at Southampton Middle School, planetarium	17-12-04 1F-22	3	Tuesdays September 13 – December 13, 2022	5:00pm – 8:00pm	Jason Mills jason.mills@hcps.org	August 23, 2022	HCPS: \$0.00 Non-HCPS: \$90.00
<p>Education That is Multicultural in the Classroom of the 21st Century</p> <p>Class Limit: 30 Participants Class minimum: 15 Audience: Current HCPS employees ONLY</p>	Virtually with up to 60 minutes of synchronous meeting time via Microsoft Teams. Course materials available on Canvas.	18-12-08R 1F-22	3	August 23 – December 5, 2022 (Inclement weather end date 12/12)	4:30pm – 7:30pm	Erica Richardson erica.richardson@hcps.org	August 2, 2022	HCPS: \$0.00
<p>Introduction to Sign Language I</p> <p>Class Limit: 20 Participants Class minimum: 15 Audience: Current HCPS employees ONLY</p>	In person Patterson Mills High School	21-12-04 1F-22	3	Tuesdays August 30 – December 20, 2022	4:30pm – 7:30pm	Mary Silver mary.silver@hcps.org	August 9, 2022	HCPS: \$0.00

Course	Delivery Method	MDSE#	Credits	Dates	Time	Instructors	Deadline to Register	Fees
Process and Acquisition of Literacy Class Limit: 25 Participants Class minimum: 15 Audience: Current HCPS employees ONLY	Asynchronous	21-00-27 1F-22	3	August 1 – November 11, 2022	Asynchronous	Diana Kolego diana.kolego@hcps.org	July 11, 2022	HCPS: \$0.00
S.E.E.D. Special Educators Excelling Daily Class Limit: 40 Participants Class minimum: 15 Audience: This course is available to current HCPS Special Education Staff (Special Educators, Related Service Providers) ONLY	In person Bel Air High School	21-12-03 1F-22	3	Tuesdays September 13 – December 13, 2022 Class dates September 13 & 20; October 4 & 18; November 1, 15 & 29; and December 13, 2022,	4:30pm – 6:30pm	Christina Carpenter christina.carpenter@hcps.org April Kurth april.kurth@hcps.org	August 23, 2022	HCPS: \$0.00
Spanish for Communication I Class Limit: 30 Participants Class minimum: 15 Audience: Current K-12 HCPS employees ONLY	Virtual	20-12-01 1F-22	2	Tuesdays September 20 – December 6, 2022	5:30pm – 8:30pm	Melynda Velez melynda.velez@hcps.org	August 30, 2022	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**

Please contact the Office of Athletics to register for this class. Email patricia.smith2@hcps.org with the following information: address, city, state, zip, phone, and coaching school.

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.** The Supervisor of Athletics for HCPS may grant exceptions to coaches from other counties if space allows.

Classical Astronomy for Educators

This course is intended for elementary teachers, or any teacher who wants to develop a thorough understanding of the foundational concepts of modern astronomy. We will examine how the three basic characteristics of celestial objects - motion, brightness, and color - have revealed all that we know about our solar system and the universe. Participants will see, firsthand, the interconnected nature of engineering and science practices as they craft solutions to the problem of gathering information about distant celestial objects. We will use the planetarium and other tools to develop models of celestial phenomena, and then use those models to formulate claims, and collect data to support or refute these claims. The emphasis is not on *what* we know, but *how* we know it, and why it is the best explanation.

Graduate credits are available for this class through Notre Dame of Maryland University. Please contact the Professional Development Office at HCPSProfessionallearning@hcps.org prior to the start of the session.

Cooperative Education and Outdoor Initiatives (Ropes Course)

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 is “Challenge by Choice.” The course will focus on the philosophy, activities and debriefing process associated with this program and will discuss the value and application of 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.

The Ecological Study of Harford County Watersheds

Formerly known as The Environmental Study of the Susquehanna and Upper Chesapeake Bay Watershed

All classes must be attended for the entire scheduled time to be considered for credits

This course is designed for participants to acquire the necessary skills to conduct environmental investigations on their own and with their students. The course focuses on the watersheds of Harford County and their connections to the Chesapeake Bay. Participants will investigate the diversity of life within many of the watersheds that feed the Susquehanna River and Upper Chesapeake Bay. Taking an active role while discovering the benefits of positive human actions and observing the negative impacts of human choices will be the prime focus of this course.

Spend an *active* week canoeing, visiting farms, doing stream studies, investigating a local wildlife organization and much more!

Graduate credits are available for this class through Notre Dame of Maryland University. Please contact the Professional Development Office at HCPSProfessionallearning@hcps.org prior to the start of the session.

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

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 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 participant 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, instructions 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 a Cultural Proficiency Action Plan which promotes the success of all students; and
- Assess the learning styles of students and demonstrate methods of matching teaching styles with learning styles.

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

Geology of Harford County

In this course, participants will deduce the tectonic history of Harford County using evidence from geologic maps, locally collected rock and mineral specimens, and area surface features. The tectonic history, and current tectonic settings, will serve as the backdrop for the study of the environmental geology and hydrology of Harford County in the contexts of groundwater resources, dams, and quarries.

THIS IS A FIELD COURSE. We will be outside for all sessions, weather permitting. There will be some light hiking on terrain ranging from flat to moderately hilly – the biggest challenge is usually the vegetation. However, the pace is slow, and we can take frequent breaks. It is NOT a strenuous course, physically. If you can walk a mile in 20 minutes on a paved/gravel path, you should be fine.

Graduate credits are available for this class through Notre Dame of Maryland University. Please contact the Professional Development Office at HCPSProfessionallearning@hcps.org prior to the start of the session.

Introduction to Sign Language I

Participants of this course will be introduced to the basic structures, features, vocabulary, and fingerspelling of sign communication systems. 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)

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

S.E.E.D. Special Educators Excelling Daily

This course meets bi-weekly to address topics related to Special Education. The course is intended for any special educator and/or related service provider, grades PreK-12.

Participants will:

- Develop case management and data collection tools
- Explore available resources related to HCPS Special Education Processes/Procedures
- Learn how to write compliant IEPs
- Identify the qualities of effective IEP meetings
- Work collaboratively to address problems they encounter in their schools

SIOP: Sheltered Instruction Observation Protocol for English Language Learners

Participants will develop a deeper understanding of the Sheltered Instruction Observation Protocol (SIOP) Model as an effective tool for lesson planning and teaching English Learners. In the course, teachers from all content areas and grade levels will receive training on how to engage English Language Learner's in their classrooms, and shelter instruction to be more accessible to ELL students. Participants will be paid \$20 per hour for attending the course along with 1 CPD credit.

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 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 HECOTOR 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-networked HCPS employees should contact hcpsprofessionallearning@hcps.org

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

- Course registration should be done though HECOTOR.
- 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.
- 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 at 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 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
- 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@hcpws.org, 410-588-5258

- Advanced Professional Certificate/APC 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 HCTOR or Thinkport) course fees are **not eligible** for tuition reimbursement.

Contact Lisa Patterson, HR Specialist,
Lisa.Patterson@hcps.org, 410-588-5275

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 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