

How to Access your MD Teaching Certificate On-line

All Maryland certificate holders may go on-line with the Maryland State Department of Education's (MSDE) Educator Information System to access their current certificate. If you have not yet done so, you will need to create an educator account with MSDE. Please follow the directions below to create account, and view and print a current Maryland certificate.

1) **Accessing MSDE's certification website:**

- Go to www.mdcert.org
- Click on **Login here** and you will be taken to a new window. Ensure your Pop-up blocks are disabled if you do not see the new screen.
- Type in your username and password, and go to #4 below.

2) **If you have never created an account:**

- Click on NEW USER
- Input your SSN, Date of Birth and your Last name in the prescribed format.
- Type in the validation characters which are case sensitive.
- Click 'Next Page'

3) **Create your user name and password:**

- Use your personal e-mail address as your log-in username per instructions – this will be your log-in for future access *even if your personal email changes.**
- Create your password using the guidelines listed. Please make a note of your password for future access to your account.

**City Schools does not have access to your personal email or passwords. If you need help, you will need to follow the directions on MSDE's website.*

4) **View and Print the certificate:**

- Click 'View Certificate' on the menu list at the left of the screen (you must have Adobe Reader on your PC).
- Print or save the file as needed.

Newly renewed certificates and/or initial certificates may take up to 90 days to appear on MSDE's website. Once the certificate is approved, you will be able to go back to this account to view and print your certificate at any time.

Renewed certificates will not appear before the first day of the new validity period.