

Office of Human Resources and Development  
How to Apply for MSDE CPDs for MCPS Continuity of Learning (COL) Implementation

MSDE approved a CPD course #20-00-13 for educators who successfully implement their school system's Continuity of Learning (COL) plan to earn up to six (6) MSDE CPD credits. MCPS will allow up to three (3) of these new MSDE CPD credits earned to be applied toward future salary advancement and up to six (6) MSDE CPD credits earned to be applied toward certificate renewal.

Educators interested in earning these credits **must register by no later than 7/3/2020 via [PDO \(link\)](#) for course # 89355**. Choose the appropriate section based on your school year 2019-2020 assignment.

- Elementary School
- Middle School
- High School
- Central Office/MCPS Non-School Site.

**By 8/1/2020**, educators must submit any hours earned up to 90 hours of teaching time and/or professional development hours verifying implementation of the MCPS COL plan. The written documentation (i.e., work schedules, PDO transcript with hours earned, work logs, etc.) can be sent via a Google Survey (link provided when you register for the course) or via mail to the CPD Unit, Department of Certification & Staffing/OHRD, Suite 2300, Rockville, MD 20850.

Please include your name and employee ID in the [submitted documentation](#) (sample).

Documentation can include any and all of the following:

1. Professional development hours available as of 3/30/2020 that were completed in preparation for teaching students virtually;
2. Professional development hours available as of 3/30/2020 that were completed during implementation; and
3. The learning schedule effective 4/2/2020, in order to demonstrate implementation of the MCPS COL verifying equity of learning via teaching/recording virtual lessons, maintaining classroom websites, promoting student engagement, providing office hours or assignments promoting COL, and providing clear feedback to students/families.

The CPD Unit will review all of the hours submitted and award the credits earned as follows:

15 hours = 1 CPD credit	60 hours = 4 CPD credits
30 hours = 2 CPD credits	75 hours = 5 CPD credits
45 hours = 3 CPD credits	90 hours = 6 CPD credits

*For example, if the educator submits 50 hours of verified activities, the educator will earn 3 CPD credits. MCPS will allow up to 3 MSDE CPD credits earned to be applied toward future salary advancement and up to 6 MSDE CPD credits earned to be applied toward certificate renewal.*

**On 8/1/2020, the CPD course will close and educators will receive a CPD grade slip for his/her records *after* all documents received through 8/1/2020 have been reviewed.**