

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

Overview:

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.

Q: Who qualifies as an educator?

A: Educators who are eligible for these credits are all those required to hold a Maryland certificate for their positions (i.e., teachers, school counselors, school psychologists, school social workers, administrators, etc.)

Q: When do I need to register by if I'd like to earn these credits?

A: By no later than midnight on 7/3/2020.

Q: When will I get my grade slip for these credits?

A: After the course closes on 8/1/2020 and all submissions have been reviewed.

Q: Why can't I access the sample using my personal email account?

A: Only MCPS educators have access to the Google Survey and Sample; therefore, educators must use their MCPS Gmail accounts only.

Q: I just renewed my certificate expiring 6/30/2020. Can I use these credits to renew my certificate valid 7/1/2020-6/30/2025?

A: No, since credits to renew a certificate must be earned during the certificate's validity cycle. The MSDE CPD credits for implementing the COL plan are for experiences occurring from 3/30/2020-6/15/2020 only. However, if your certificate expires 6/30/2021 and you need credits to renew, these credits would apply since they were earned between 7/1/2016-6/30/2021.

Q: What does it mean to successfully implement the school system's continuity of learning plan?

A: This basically means that the educator was able to perform their work remotely successfully and with fidelity to their students, teams, and communities.

Q: What is included in the 90 hours?

A: Any and all experiences that supported and enabled the educator to implement the MCPS Continuity of Learning plan. MSDE made this very broad so educators need to include all experiences they believe apply toward their individual successful implementation (see question above) of the MCPS COL plan (i.e., teaching time, planning time, training time, team meeting time, office hours, time supporting those teaching, etc.)

As noted in the course information, 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

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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.

Q: What do I need to submit?

A: A log or something in writing that documents all of the hours spent implementing the MCPS COL plan (see what is included in the 90 hours above) with the hours totaled (not including Memorial Day or Spring Break). A sample has been provided as an exemplar of something an educator might submit.

Q: How many documents can I submit?

A: Each educator is allowed one submission only, so please ensure it is complete before it is submitted. We will not be previewing submissions or giving credits for any submissions not properly documented. The log or similar documentation must include all activities and hours completed and totaled.

Q: What if my PD hours from 3/30 forward are missing from PDO?

A: Educators can include their training hours on their submitted log noting one hour earned for each training. The instructor for the course is the only one who can fix the PDO entry and it's not required if the educator can accurately log their trainings.

Q: If I do not need credits to renew or for salary advancement, why would I need to sign up?

A: This is completely voluntary. In this case, an educator certainly does not need to sign up for the credits.

Q: Why doesn't MCPS just give everyone an automatic 3 or 6 credits?

A: The MSDE CPD course requires work logs verified by supervisors to be submitted for these credits. MCPS is allowing the educators to submit their work logs without supervisor verification to earn these credits, therefore, at least requiring some of the MSDE required documentation.

Q: How many credits will I earn?

A: 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 MDSE CPD credits earned to be applied toward future salary advancement and up to 6 MSDE CPD credits earned to be applied toward certificate renewal.