

## Certification Requests Step by Step Instructions

As of March 31, 2014, employees whose position requires a MD Educator Certificate must initiate their request (renewals, endorsements) online.

### Employee's Certification Profile

Online via ERP, you have an electronic profile in Employee Self Service (ESS) with information regarding your current certification status.

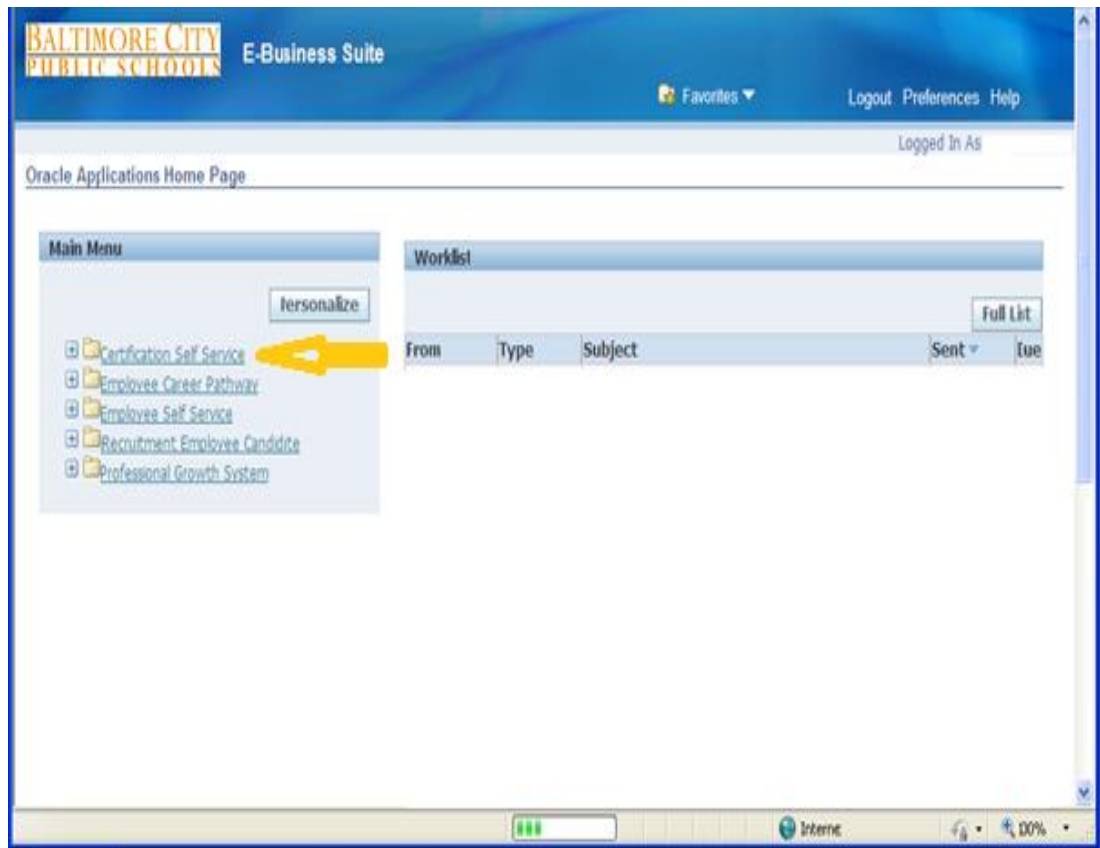
***\*\*If information in your profile needs updating or you just have questions, please contact 410-396-8885***

### Step by Step "How To Guide"

#### Step 1:

To access your profile:

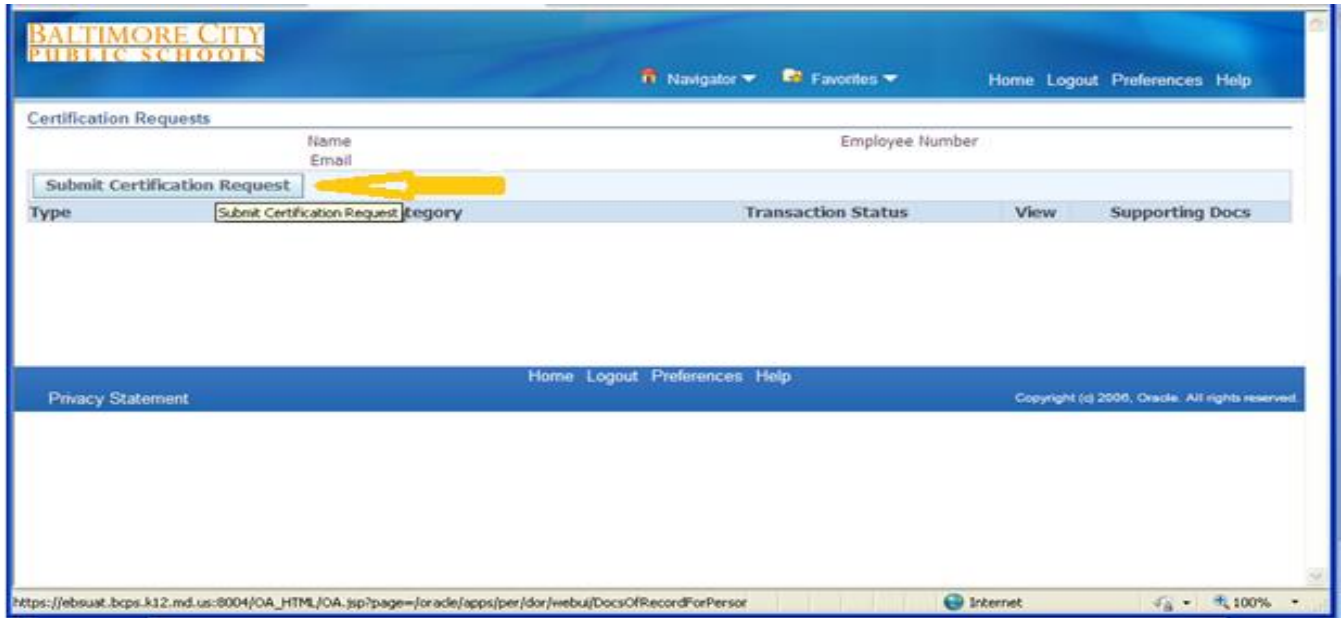
- Log on to Employee Self Service
- Click on Certification Self Service and follow the steps



## Certification Requests Step by Step Instructions

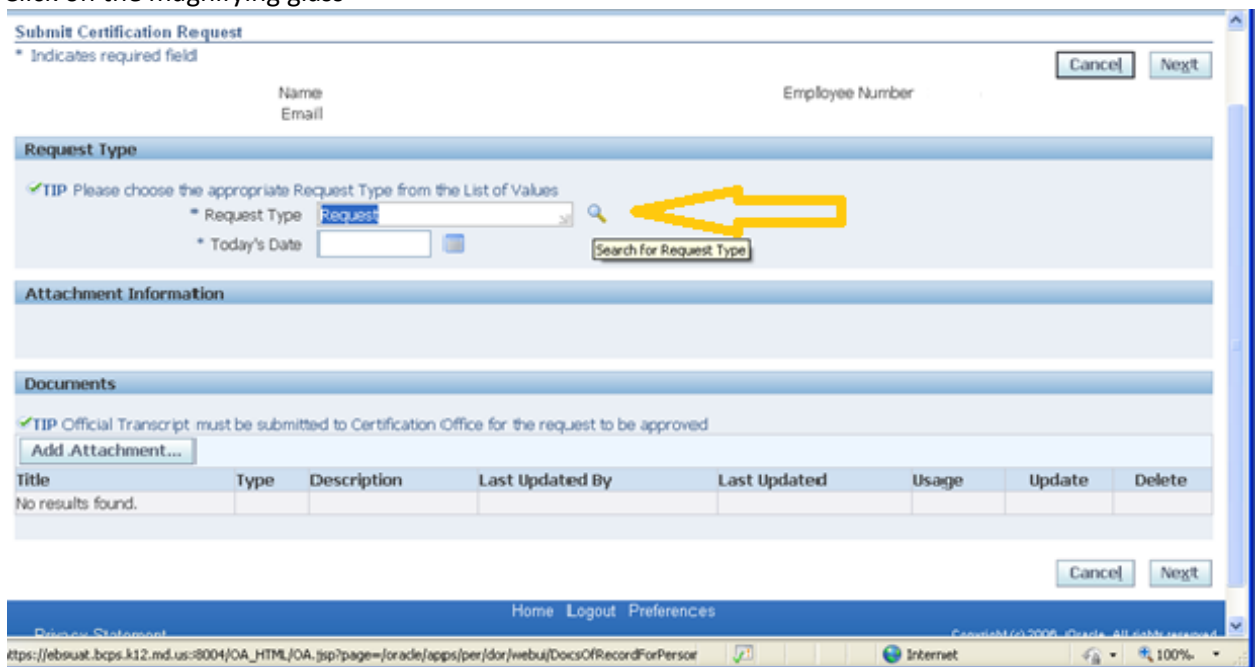
### Step 2:

- Click on Submit Certification Request



### Step 3:

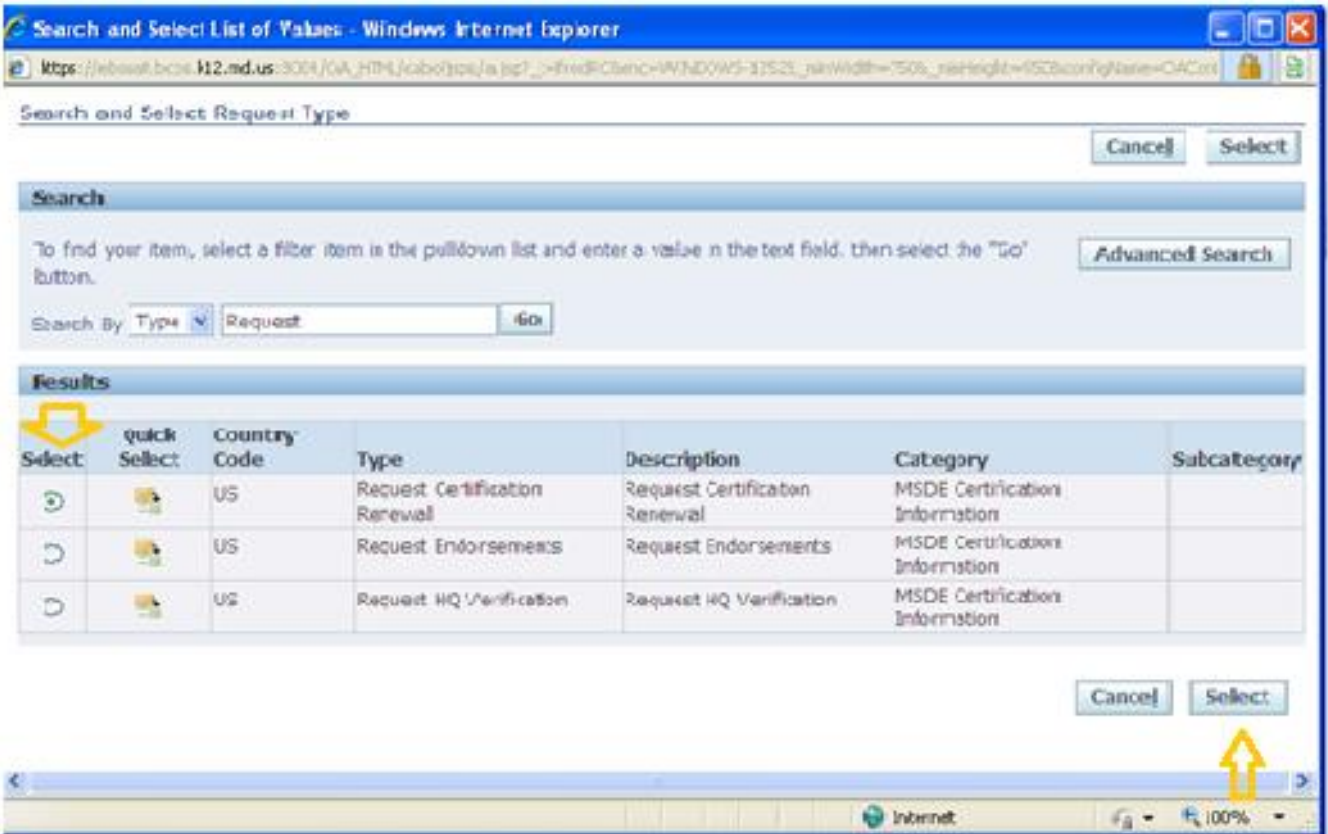
- Type Request in the box
- Click on the magnifying glass



## Certification Requests Step by Step Instructions

### Step 4:

- Select the type of request by clicking in the circle  
**Request Certification Renewal:** Requesting to renew current certificate or advance your certificate to the next level (ex: Conditional to SPC or Conditional to 2<sup>nd</sup> Conditional; SPC I to SPC-II; APC to APC)  
*\*If you are renewing under Senior Teacher your certificate type would be the same as your current certificate*
- **Request Endorsement:** Requesting endorsement is adding another area to your current certificate.
- Then Click **SELECT** to move to the next screen



The screenshot shows a web browser window titled "Search and Select List of Values - Windows Internet Explorer". The address bar shows a URL from "https://ehsnet.bcs.k12.md.us". The page content includes a search bar with a "Cancel" and "Select" button. Below the search bar is a "Search" section with instructions: "To find your item, select a filter item in the pull-down list and enter a value in the text field. then select the 'Go' button." There is an "Advanced Search" button and a search field with "Type" selected and "Request" entered. The "Results" section contains a table with three rows of data. A yellow arrow points to the "Select" column of the first row. At the bottom right, another yellow arrow points to the "Select" button.

| Select                | quick Select | Country Code | Type                          | Description                   | Category                       | Subcategory |
|-----------------------|--------------|--------------|-------------------------------|-------------------------------|--------------------------------|-------------|
| <input type="radio"/> |              | US           | Request Certification Renewal | Request Certification Renewal | MSDE Certification Information |             |
| <input type="radio"/> |              | US           | Request Endorsements          | Request Endorsements          | MSDE Certification Information |             |
| <input type="radio"/> |              | US           | Request HQ Verification       | Request HQ Verification       | MSDE Certification Information |             |

### Step 5: Renewals

- Click on the calendar and select today's date
- Complete the section (**Attachment Information**) by clicking the drop down arrows and selecting what applies to your certificate  
*\*Under each drop down you must select an option (YES or NO) indicated*
  - For Issue Date and Issue Year/Expiry Date Expiry Year (**this is your new certificate dates**) (either January or July for Issue and December or June for Expiry)
  - If Yes is selected please upload and attached the applicable document.

## Certification Requests Step by Step Instructions

- Complete the section under **(Documents)**
  - Any item under Attachment section which you selected as Yes, you must upload the document in this section by clicking the Add Attachment button
  - Enter the Title of the document and click Save or Add another (if you have other documents to upload).
- **Click Next to move to the next screen**  
(See display below)

**BALTIMORE CITY PUBLIC SCHOOLS**

Submit Certification Request

\* Indicates required field

Name \_\_\_\_\_ Employee Number \_\_\_\_\_  
Email \_\_\_\_\_

**Request Type**

✓TIP Please choose the appropriate Request Type from the List of Values

\* Request Type Request Certification Renewal

\* Today's Date [Calendar Icon]

**Attachment Information**

Renewal Type [Dropdown]  
Issue Date [Dropdown]  
Issue Year [Dropdown]  
Expiry Date [Dropdown]  
Expiry Year [Dropdown]  
Transcript Attached (\*Original Transcript must be submitted to HC Office) [Dropdown]  
Test Score Attached [Dropdown]  
License Attached [Dropdown]  
Correspondence Attached [Dropdown]  
CPD Attached [Dropdown]  
Verification of Employment Attached [Dropdown]  
Individual Development Plan Attached [Dropdown]  
Annual Evaluations Attached [Dropdown]  
Senior Teacher Exemption Requested [Dropdown]

**Documents**

✓TIP Official Transcript must be submitted to Certification Office for the request to be approved

Add Attachment...

| Title             | Type | Description | Last Updated By | Last Updated | Usage | Update | Delete |
|-------------------|------|-------------|-----------------|--------------|-------|--------|--------|
| No results found. |      |             |                 |              |       |        |        |

Home Logout Preferences

### Step 5: Endorsements

- Click the calendar and select today's date
- In the box titled New Certification Area put %
- Click the magnifying glass and (a box will pop up with a list of areas; select the box for the area you are requesting to be added to your current certificate. If you don't see your area listed click NEXT 10 until you get to the area of your choice
- Select the box next to your area; click Quick Select
- Click Yes or No for the five choices listed
- Upload any of the documents you selected YES
- Click NEXT
- In the comment box you may write a note to the reviewer/approver.
- Lastly click SUBMIT

## Certification Requests Step by Step Instructions

The screenshot shows a web form with three main sections:

- Request Type:** Includes a tip: "TIP: Please choose the appropriate Request Type from the List of Values". It features a dropdown menu for "Request Type" (currently set to "Request Endorsements") and a "Today's Date" field.
- Attachment Information:** Includes a "New Certification Area" dropdown and several checkboxes for attachments: "Transcript Attached (\*Original Transcript must be submitted to HC Office)", "Test Score Attached", "Correspondence Attached", "Verification of Employment Attached", and "Annual Evaluations Attached".
- Documents:** Contains an "Add Attachment..." button and a table with columns: Title, Type, Description, Category, Last Updated By, Last Updated, Usage, Update, and Delete. The table currently shows "No results found".

At the bottom right of the form are "Cancel" and "Next" buttons.

### Step 6: Last Step

If you would like to write a comment please include in the comment box.

Lastly, check to make sure all entries are correct then click the submit button in the upper right hand corner or bottom right hand corner click **Submit**

**The office is open daily during regular office hours between the hours of 8am to 5pm to submit documents.**

Baltimore City Public Schools  
Office of Human Capital  
Staffing Solutions  
200 E. North Avenue, Room 110  
Baltimore, MD 21202  
Office: 410-396-8885