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
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Step 2:

- Click on Submit Certification Request

Step 3:

- Type Request in the box
- Click on the magnifying glass
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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 2nd 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

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.*
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- 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)

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
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.

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