



Frederick County Public Schools
Board of Education
CERTIFICATION
Policy 304

A. Policy Purpose

This policy clarifies and confirms the classification of certifications for employees in Frederick County Public Schools (FCPS).

B. Definitions

1. “Certificate” or “teaching certificate” is defined as an agreement with the State of Maryland that an individual has fulfilled all standards and requirements set forth by the Maryland State Department of Education (“MSDE”) to be employed in a particular position. This includes level of schooling, grade level, subject area, or specialty.
2. “Issuance” is defined as the action of supplying or distributing the official certificate.
3. “Renewal” is defined as meeting the mandatory requirement for tasks and activities associated with the renewal of a certificate, as outlined in COMAR 13A.12.01.11.
4. “Classification” is defined to mean the categories of types of certificates recognized by the State of Maryland.
5. “Conditional Certificate” is defined to mean a certification issued only to an applicant employed in a Maryland local education agency or publicly funded nonpublic school who does not meet all professional certification requirements.
6. “Education Expenses” is defined to mean the tuition costs incurred in a program leading to certification.

C. Policy Statement

The Board of Education of Frederick County (Board) recognizes the certification standards outlined below as an important component of supporting the Board’s goal of hiring a highly qualified and diverse workforce.

D. Implementation

1. The Department of Human Resources will assist employees whose position requires the issuance of a certificate with the certification application process as well as the renewal process. Information regarding an employee's certificate type, including conditional certificate, and classification type will be maintained within the Department of Human Resources.

2. Employees will be provided with reimbursement for education expenses required to achieve and maintain certification in accordance with the negotiated agreements between the Board and the Frederick County Teachers Association (FCTA) and the Frederick County Administrative and Supervisory Association (FCASA).

E. Related Information

1. **Board Policy**
 - a. [Policy 300](#), *Personnel*
2. **FCPS Regulations**
 - a. [Regulation 300-13](#), *Substitute Teachers: Minimum Qualifications*
 - b. [Regulation 300-27](#), *Resident Substitutes*
3. **Maryland Statutes**
 - a. Md. Code Ann., Educ. § 6-704, *Certification of Teachers and Other Professional Personnel*
4. **Code of Maryland Regulations (COMAR)**
 - a. [COMAR 13A.12.01](#), *General Provisions*
 - b. [COMAR 13A.12.02](#), *Teachers*
 - c. [COMAR 13A.12.03](#), *Specialists*
 - d. [COMAR 13A.12.04](#), *Administrators and Supervisors*
 - e. [COMAR 13A.12.04.05](#), *Resident Principal Certification*

F. Policy History (Maintained by Legal Services)

<i>Responsible Office</i>	Office of Human Resources
Adoption Dates	10/12/05
Review Dates	2022, 2023
Revision Dates	01/24/24

