

Archdiocese of Baltimore Department of Catholic Schools

Archdiocesan High Schools, Middle Schools and Elementary Schools

CERTIFICATION REQUIREMENTS (Revised 3/27/25)

Principals

- All principals are to be MSDE certified with an Administrator II certification.

Assistant Principals

- All assistant principals are to be MSDE certified with an Administrator I.

Teachers

- All teachers (Pre K 4 – 12) are to be Maryland State certified as a teacher.
- In addition, all Religion teachers are to be Catholic and hold a catechetical certificate.
- Teachers who are certified but teaching in another area are to focus their professional development on the area in which they are working.
- While certification is preferred, PreK-3 teachers are required to have a minimum of 90-hour child care certification.

Part-time special area teachers (i.e. Art, P.E., Music, Computer, Library) are encouraged to seek a bachelor's degree and MSDE certification. Professional development is to be annual and ongoing in their specialty area or in education.

Please note: Part-time special teachers who work in one or more locations 25 hours per week or more are considered full time and are required to be certified.

The following exceptions to teacher certification apply:

- Individuals with a doctorate degree who are teaching in their area of expertise.
- Religion teachers who have a minimum of a Master's degree in Theology/ Religious Studies are exempt from the MSDE certification, if teaching Religion. All Religion teachers are to be Catholic and hold a catechetical certificate.
- Senior Exemption - A teacher who will complete or has completed at least 25 years of public or nonpublic teaching with certification in Maryland or any other state, or who is or will be at least 55 years of age any time within the validity dates of his/her current certificate, qualifies for a Senior Exemption from the Archdiocese of Baltimore Licensure Requirement. As of July 1, 2025, this is an Archdiocese of Baltimore internal process and will not be processed through the Maryland State Department of Education (MSDE).
- If a teacher resigns or retires from the Archdiocese of Baltimore, the Archdiocese of Baltimore senior exemption allowance is **not** an option for renewing a Maryland license. In that instance, the teacher must submit the MSDE requirements along with a request to renew or reinstate the license directly to MSDE.

Requirements for Non-Certified Teachers

- Path A is to be followed by teachers who have never been certified. The teacher must show progress toward MSDE certification in the first school year and must obtain MSDE certification by the end of the second school year. Failure to meet one or two of the above is grounds for non-renewal of the contract.
- The following procedures must be followed:
 - A signed Path A letter must be uploaded to UKG as documentation.
 - Communication between principal and teacher must happen on a bi-monthly basis on progress being made to meet the above requirements.
 - Principal will provide bi-monthly updates to the Associate Superintendent.
 - to MSDE.
 - No extension will be granted unless approved by the Superintendent of Catholic Schools.
- Path B is to be followed by an AOB teacher whose MSDE certification has lapsed. The teacher must obtain a renewal by the end of one school year. Failure to obtain a renewal by the end of one school year is grounds for non-renewal of the contract.
- The following procedures must be followed:
 - A signed Path B letter must be uploaded to UKG as documentation.
 - Communication between principal and teacher must happen on a bi-monthly basis on progress being made to meet the above requirements.
 - Principal will provide bi-monthly updates to the Associate Superintendent.
 - Teacher candidate will be responsible for submission of all necessary documentation to MSDE.

No extension will be granted unless approved by the Superintendent of Catholic Schools.