



Karen B. Salmon, Ph.D.
State Superintendent of Schools

Applicants for Local School System Superintendent Search

The information provided below is for Local School System (LSS) superintendent search committees to provide to identify candidates.

To expedite your request for superintendent certification for a specific Maryland search, please create an educator portal account at <https://eisportal.msde.maryland.gov> (if you do not already have an account) and submit the following:

- Cover letter with name, address, email, phone number, and position for which you are applying;
- Maryland Application for Educator Certification (attached);
- Photocopy of all professional out of state educator certificates/licenses;
- Official undergraduate and graduate transcripts in unopened envelopes;
- Verification of Experience Form(s) (attached), to include:
 - 27 months of satisfactory teaching experience or experience as a specialist in a PreK-12 setting; and
 - 24 months of satisfactory administrative or supervisory experience in a PreK-12 setting.

Mail all documents to:

Sarah Spross, Division of Educator Certification and Program Approval
Maryland State Department of Education
200 W. Baltimore Street
Baltimore, Maryland 21201

If you are, or will be, an applicant for a superintendent vacancy for which MABE is conducting the search, please email William Middleton (wmiddleton@mabe.org) to confirm your progress toward Maryland certification.

Once eligibility has been determined, you will receive an email from the Maryland State Department of Education Office of Certification. Please do not submit payment until instructed to do so.

Requirements for Certification

Superintendent II.

(1) This certificate qualifies an individual to be a county superintendent through either Traditional or Reciprocal Certification.

(2) An applicant for Traditional Certification shall meet the education and experience requirements.

(3) Education Requirements for Traditional Certification. The applicant shall have:

(a) A master's degree from an IHE; and

(b) Have completed one of the following:

(i) An MSDE-approved program which leads to certification as a superintendent to include course work covering public school administration, supervision, and methods of teaching;

(ii) A program offered by an IHE leading to certification as a superintendent in the state in which the institution is located to include course work covering public school administration, supervision, and methods of teaching; or

(iii) 60 semester hours of graduate course work, including a minimum of 24 semester hours in education administration taken at an IHE, to include public school administration, supervision, and methods of teaching. Graduate course work earned under §B(3)(a) of this regulation may be applied toward the 60 required semester hours.

(4) Experience Requirements for Traditional Certification. The applicant shall have:

(a) 27 months of satisfactory teaching performance or satisfactory performance as a certified specialist as defined in COMAR 13A.12.03 in a PreK—12 setting; and

(b) 24 months of satisfactory administrative or supervisory experience in a PreK—12 setting.

(5) Requirements for Reciprocal Certification. A superintendent who enters Maryland from another state may obtain a Superintendent II certification if that individual:

(a) Holds a valid professional state certificate in a like or comparable area;

(b) Presents verification of at least 36 months of satisfactory performance as a superintendent during the past 7 years; and

(c) Presents verification of 2 years of graduate work at an IHE to include course work covering public school administration, supervision, and methods of teaching