



Mohammed Choudhury
State Superintendent of Schools

Superintendent II Certification Requirements:

There are two ways in which an individual may qualify for a Superintendent II certification in Maryland.

Option 1:

1. A master's degree from an Institution of Higher Education (IHE); and

2. 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.

3. 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

4. 24 months of satisfactory administrative or supervisory experience in a PreK—12 setting.

Option 2:

1. Holds a valid professional state certificate in a like or comparable area;

2. Presents verification of at least 36 months of satisfactory performance as a superintendent during the past 7 years; and

3. Presents verification of 2 years of graduate work at an IHE to include course work covering public school administration, supervision, and methods of teaching*.

*** The regulation does not quantify the number of hours/credits required for coursework related to public school administration, supervision, and methods of teaching; therefore, there is no minimum number required.**

Required Documentation

1. Create a [Portal Account](#) (if you do not already have one)
2. Submit the following documentation in a complete packet
 - Application (for Certification)
 - Official Transcripts (Student copies in an unopened mailer are acceptable)
 - While transcripts may be sent directly to MSDE from the college or university, including this documentation in your packet will expedite the process
 - Verification of experience

Submit a complete packet to:

Certification

Attention: Kelly Meadows, Assistant State Superintendent

RE: Superintendent Certification

Maryland State Department of Education

200 West Baltimore Street

Baltimore, MD 21201

3. Email William Middleton to confirm documents have been submitted