



# Catholic Schools

## A Faith-Based Education that Lasts a Lifetime

### Teacher Certification Senior Exemption Form

If you will complete or have completed at least 25 years of public or non-public teaching with certification in Maryland or any other state, or you are or will be at least 55 years of age any time within the validity dates of your current certificate, you qualify for senior status for ADW.

The Maryland State Department of Education (MSDE) allows school systems to use this option to request the certificate renewal of its professionally contracted educators who are eligible. Any coursework on file will be added to your State records; however, there is no need to submit equivalent activities.

**If you resign or retire from ADW before your certificate expires**, you will no longer be employed at an ADW school; therefore, the senior status allowance is **not** an option for renewing your Maryland certificate. In that instance, you must submit renewal requirements along with your request to renew your certificate **directly to [MSDE](#)**.

#### What Senior Status Does NOT Mean

**PLEASE NOTE:** Senior status is only for certificate renewal and **does NOT exempt** an educator from the following:

- Meeting the MSDE *Lauryn's Law* requirement if the educator holds the **School Counselor** endorsement area on their Maryland Educator Certificate at time of renewal.
- Meeting the MSDE **maintenance of Braille proficiency** requirement if the educator holds the **Visually Impaired** endorsement area on their Maryland Educator Certificate at time of renewal.

Please grant Senior Exemption to \_\_\_\_\_ who is currently teaching at \_\_\_\_\_ and meets age and/or experience requirements for exemption.

Applicant's birth date:

Years of teaching experience:

Applicant's Social Security Number:

Applicant's email address:

Applicant's address:

Current Certification:

Reading Credits (# on certificate):

Special Education (# on certificate):



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A completed copy of this form should be provided to the following:

1. Employer-HR File
2. The Roman Catholic Archdiocese of Washington, Catholic Schools Office
3. **Maryland State Department of Education**  
Certification Branch  
200 W. Baltimore Street  
Baltimore, Maryland 21201  
[certinfo.msde@maryland.gov](mailto:certinfo.msde@maryland.gov)

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Signature: Principal

Date

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Signature: Assistant Superintendent for Teaching and Learning

Date



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### References

Certification Requirements for Archdiocesan Teachers (ADW Policy 3421)

MSDE Renewal requirements for any professionally certificated employee may be waived without regard to Regulation .11 if the:

(1) Renewal is recommended by the local superintendent of schools; and

(2) Professionally certificated employee is:

(a) 55 years old or older; or

(b) Employed for at least 25 years in public school service or approved nonpublic school service.

Waiver of Certification Requirements. Except for teacher certification tests, the State Superintendent of Schools has the authority to waive the specific requirements for a certificate in an individual case if the State Superintendent of Schools determines, after a thorough investigation, that the applicant's preparation or experience, or both, are adequate to justify a waiver ([Maryland State Department of Education, 2023](#)).