



**Catholic Schools**  
A Faith-Based Education  
that Lasts a Lifetime

# Teacher Certification FAQs

## What is the policy concerning certification requirements for archdiocesan teachers?

### 3421 Certification Requirements for Archdiocesan Teachers

All full-time teachers and all part-time teachers of core/required subjects employed by the Archdiocese must have, or must obtain, Maryland, Virginia or District of Columbia certification within three (3) years of the date of hire or alternative certification as defined by the Catholic Schools Office.

## How does a teacher renew their certification?

The teacher should refer to the MD, VA or DC Department of Education web site for instructions on how to renew his/her certification.

## What should a teacher do if he/she has never held a certification and does not have an education degree?

The teacher should look for a college or university program for teacher certification. Area Catholic universities typically offer a tuition discount to teachers employed at a Catholic school. Teachers may consider applying for a certification program with an area Catholic university: Catholic University of America, Loyola University, Marymount University, Mount Saint Mary's University, Notre Dame of Maryland University, or Trinity University.

## What should a teacher do if he/she has an education degree but never held certification?

The teacher should contact the department of education in MD, VA, or DC to see what he/she needs to become certified. This typically, but not always, involves some coursework and educator testing.

## What are the expectations concerning senior exemption status for archdiocesan teachers?

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. Please see the [ADW teacher portal](#) for more information.

---

**Questions about certification?**

**Please complete the Teacher Certification Inquiry Form.**

**[www.cognitofrms.com/ADWCSO1/TeacherCertificationInquiryForm](http://www.cognitofrms.com/ADWCSO1/TeacherCertificationInquiryForm)**



*"You are the light of the world, let your light shine before all."*

*~Matthew 5: 14-16*