

MARYLAND REGISTER

## Proposed Action on Regulations

<b>Transmittal Sheet</b>  <b>PROPOSED OR REPROPOSED</b>  <b>Actions on Regulations</b>	<b>Date Filed with AELR Committee</b>	<b>TO BE COMPLETED BY DSD</b>
	04/28/2014	Date Filed with Division of State Documents
		Document Number
		Date of Publication in MD Register

1. Desired date of publication in Maryland Register: 6/13/2014

2. COMAR Codification

**Title Subtitle Chapter Regulation**

13A 12 04 02 and .03

3. Name of Promulgating Authority

Maryland State Department of Education

**4. Name of Regulations Coordinator Telephone Number**  
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6. Check applicable items:  
 New Regulations



# **A STATE BOARD OF EDUCATION**

## **Subtitle 12 CERTIFICATION**

### **13A.12.04 Administrators and Supervisors**

Authority: Education Article, §§2-205, 2-303(g), and 6-701—6-705, Annotated Code of Maryland

#### **Notice of Proposed Action**

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The Professional Standards and Teacher Education Board proposes to amend Regulations .02 and .03 under COMAR 13A.12.04 Administrators and Supervisors.

This action was considered at the Professional Standards and Teacher Education Board meeting on April 3, 2014.

#### **Statement of Purpose**

The purpose of this action is to align these certification regulations to other existing regulations, requiring renewal credits for Regulation .02 and allowing reciprocity for the superintendent certification for Regulation .03.

#### **Comparison to Federal Standards**

There is no corresponding federal standard to this proposed action.

#### **Estimate of Economic Impact**

The proposed action has no economic impact.

#### **Economic Impact on Small Businesses**

The proposed action has minimal or no economic impact on small businesses.

#### **Impact on Individuals with Disabilities**

The proposed action has no impact on individuals with disabilities.

#### **Opportunity for Public Comment**

Comments may be sent to Jean Satterfield, Assistant State Superintendent, Division of Educator Effectiveness, Maryland State Board of Education, 200 West Baltimore Street, Baltimore, Maryland 21201, or call 410-767-0385 TTY: 410-333-6442, or email to [jsatterfield@msde.state.md.us](mailto:jsatterfield@msde.state.md.us), or fax to 410-333-8963. Comments will be accepted through July 14, 2014. A public hearing has not been scheduled.

#### **Open Meeting**

Final action on the proposal will be considered by the Professional Standards and Teacher Education Board during a public meeting to be held on September 4, 2014, at

200 West Baltimore Street, Baltimore, Maryland 21201.

### **Economic Impact Statement Part C**

A. Fiscal Year in which regulations will become effective: FY 15

B. Does the budget for the fiscal year in which regulations become effective contain funds to implement the regulations?

No

C. If 'yes', state whether general, special (exact name), or federal funds will be used:

D. If 'no', identify the source(s) of funds necessary for implementation of these regulations:

N/A

E. If these regulations have no economic impact under Part A, indicate reason briefly:

The proposed regulatory changes (COMAR 13A.12.04.02) update the requirements for administrative, non-instructional local school system employees and align the renewal requirements with other certificate holders.

The proposed regulatory changes (COMAR 13A.12.04.03) expand the minimum degree requirement, remove teaching eligibility, require teaching and administrative experience in a PreK-12 school setting, establish program parameters, and allow an individual who has a valid professional certificate from another state with certification as a superintendent and verification of three years of satisfactory experience within the past seven years as a superintendent to receive a MD certificate.

F. If these regulations have minimal or no economic impact on small businesses under Part B, indicate the reason and attach small business worksheet.

G. Small Business Worksheet:

Attached Document:

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## **Title 13A STATE BOARD OF EDUCATION**

### **Subtitle 12 CERTIFICATION**

#### **Chapter 04 Administrators and Supervisors**

Authority: Education Article, §§2-205, 2-303(g), and 6-701—6-705, Annotated Code of Maryland

##### **.02 [Assistants in Administration and Supervision] *Supportive Services Personnel.***

A. Purpose. The State Superintendent of Schools may certify as [an assistant in administration and supervision] *Supportive Services Personnel* a qualified employee of a local school system who is assigned to administrative or

supervisory responsibilities not otherwise covered in these regulations, and who has responsibilities comparable to those assigned to persons who hold specific supervisory certificates.

B. Education [and Experience]. An applicant for certification as *Supportive Services Personnel* shall have a *bachelor's degree of higher appropriate to the area of responsibility from an IHE*. [an assistant in administration and supervision shall meet one of the following:

(1) Have completed a 4-year course in an approved college; or

(2) Have achieved equivalent status in the judgment of the State Superintendent of Schools by having appropriate certification from the board controlling the professional practice of the specialty and 3 years experience in the special field.]

C. *This certificate is issued at the request of a local school superintendent.*

[C.] D. Special Provision. [An assistant in administration and supervision shall be exempt from the requirements for recent credit and credit for renewal of certificate unless required by the local superintendent of schools.] *An individual certified as Supportive Services Personnel must meet the certificate requirements as specified in 12.01.06B—E. An individual with this certification may renew the Advanced Professional Certificate by presenting six semester hours of acceptable credit from an IHE or Department-approved Continuing Education Units (CEUs), a list of which is maintained by the Department.*

### **.03 Superintendents.**

The requirements for certification as a superintendent, deputy superintendent, associate superintendent, assistant superintendent or equivalent position are that the applicant shall:

[A. Meet the requirements for certification in early childhood education, elementary education or a secondary education area;]

[B.] A. Have a master's degree from an IHE;

[C.] B. Have 3 years of [successful] *satisfactory* teaching experience and 2 years of *satisfactory* administrative or supervisory experience *in a PreK-12 school setting*; and

[D.] C. [Have successfully completed a 2-year program with graduate courses in administration and supervision in an institution or institutions approved by an accrediting agency recognized by the State Superintendent of Schools. Graduate work under §B may be applied toward the requirements of this section, provided that a minimum of 60 semester hours of graduate work is presented.] *Submit a minimum of 24 credits of post-master's, graduate coursework in educational administration and supervision to include a balance of course work in the following:*

(1) *Developing and Articulating Shared Vision;*

(2) *Organizational Management;*

(3) *Promoting and Maintaining a Positive School Culture and Instructional Program for Learning;*

(4) *Demonstrating Values and Ethics of Leadership; and*

(5) *Collaboration with Diverse Stakeholders.*

D. *A superintendent who enters Maryland from another state may obtain superintendent certification if that superintendent held a valid professional state certificate and presents verification of at least 27 months of satisfactory performance as a superintendent during the past 7 years on the basis of which application is being made for a like or comparable Maryland certificate.*

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Ed.D.  
State Superintendent of

Schools