

2025 Career Ladder Submission Directions

Due July 1, 2025

Thank you for submitting your 2025 Career Ladder plan to the AIB. Below you will find instructions for uploading your completed Career Ladder submission to the AIB.

Submission Instructions:

By July 1, 2025, upload your submission to your designated LEA folder located within the 2025 LEA Career Ladder Submission folder linked [here](#). Name your file using the following format:

LEAname_2025 Career Ladder Submission (e.g., **Allegany_2025 Career Ladder Submission**). Submissions must be in **Word or PDF format**. Please ensure your document meets the **minimum technical requirements** before uploading (see below). You will receive a confirmation email from an AIB staff member no later than July 3, 2025 confirming that your submission has been received and meets/does not meet technical requirements to be reviewed.

For LEAs who do not have access to Google (Baltimore County, Charles), please submit your Career Ladder plan to aib.reports@maryland.gov (note new email address) and copy libby.diamond@maryland.gov on the email. AIB staff will upload the files to your public folder.

Note: All submissions will be published on the AIB website upon receipt and will be publicly accessible.

Technical Submission Requirements (as noted in the submission requirements [here](#) and noted below for your convenience):

- ☐ A fully executed Career Ladder agreement with all required components of the Career Ladder, signed and dated by all parties. **If the Career Ladder is complete but not yet signed, please contact Libby.Diamond@maryland.gov for further information.*
- ☐ Include with your 2025 submission, your complete 2024 approved Career Ladder submission, clearly identifying any changes or additions that have been negotiated to meet the 2025 submission requirements
- ☐ All components for the 2025 submission should be submitted together in one searchable document (scanned documents cannot be searched or highlighted)
- ☐ Artifacts linked or included should be clearly described within the submission
- ☐ **New: Completed 2025–2026 Level 4 Teacher Pilot Template** (required only for LEAs participating in the AIB/MSDE approved 2025–2026 Level 4 Teacher Pilot)

Links to Prior Documents Related to the 2025 Submission:

- Career Ladder July 1, 2025 Submission [Requirements](#)
- 2025 Career Ladder Submission Requirements [Frequently Asked Questions](#)
- 2025–2026 Level 4 Teacher [Pilot Submission Requirements](#)

Please direct Career Ladder submission questions to Libby Diamond at libby.diamond@maryland.gov.