Application for Teacher Salary Upgrade

Human Resources Department
2110 Washington Blvd., 4th Floor
Arlington, VA 22204

To avoid processing delays, attach all college, university and/or ERO transcripts to verify and secure your salary lane request

FOR HR ONLY	
T-C	T-M
T-X	T-D

NAME:_____**EID#**: _____

SCHOOL/OFFICE: _____ **POSITION:** _____

Lane changes shall be effective on the first of the month after approval of the Application for Teacher Salary Upgrade by Human Resources with official documentation. In the event that the lane change would take effect after the last day of school, the pay increase would not take effect until the start of the next contract year. Lane changes shall not be contingent on the inclusion of regular Salary Scheduled step increases by the School Board in its Adopted Budget. PIP G-3.2.1 PIP1

EDUCATION INFORMATION

DEGREE	AWARD DATE	MAJOR	INSTITUTION
Bachelor's			
Master's			
Doctorate			

I request placement on the following salary schedule:

☐ BA+15* (list +15 credits below)
☐ MA+30* (list +30 credits below)
☐ MA
☐ DR**

*The +15 and +30 credit shall be granted for course work beyond the present degree, on condition that the credits were earned after the present degree was conferred and **not more than fifteen (15) years** before the date the salary upgrade is requested. Teachers who have earned dual Master's degrees conferred at the same time and that entailed at least sixty (60) credits of course work shall be eligible for placement on the MA+30 lane. The credits also must be related to the development of the employee as a teacher. PIP G-3.2.1 PIP1

INSTITUTION	COURSE CODE	COURSE TITLE	SEMESTER/ YEAR	CREDIT HOURS

Applicant's signature: _____Date:_____

REV 9.18

INSTITUTION	COURSE CODE	COURSE TITLE	SEMESTER/ YEAR	CREDIT HOURS

☐ I wish to add the (Master's; Doctorate) degree to my teaching license. Attached is the original document in a sealed envelope. I understand electronic transcripts are not eligible for licensure. Attach a $25 check, payable to *TREASURER OF VIRGINIA*.

Applicant's signature: _____Date:_____

*****The ERO transcript or certificate must designate the course as **Lane Change Credits**.

******First-Professional Degrees do not qualify. Several of these degrees use the term "doctor" in the title, but these degrees do not contain an independent research component or require a dissertation (thesis) and should not be confused with PhD degrees or other research doctorates.

If an individual attended a college/university outside of the United States of America, a course-by-course evaluation must be completed by an approved agency identifying the equivalency of the program of study to a four-year baccalaureate degree (or post baccalaureate degree, if applicable) from a regionally accredited college or university. For example,

- Center for Educational Documentation Web Address: www.cedevaluations.com
- Global Credentials Evaluators Web Address: www.gceus.com
- World Education Services Web Address: www.wes.org

All coursework must be completed at a regionally accredited college or university. The regional accreditation agencies are:

- Higher Learning Commission (HLC)
- Middle States Commission on Higher Education
- New England Association of Schools and Colleges
- Northwest Commission on Colleges and Universities
- Southern Association of Colleges and Schools
- WASC Senior College and University