

**KENT COUNTY PUBLIC SCHOOLS
SALARY INCREASE APPLICATION FORM**

It is the responsibility of any employee who believes he or she qualifies for a salary increase based on a change in certification, coursework, or degree status to submit this application with supporting transcripts to the Human Resource Salary adjustments **will not** be retroactive.

EMPLOYEE INFORMATION

Name: _____
Last First MI
 Social Security #: _____ Department or Building: _____
 Date: _____ Position held: _____

REASON FOR SALARY INCREASE APPLICATION

- Associate of Arts in a related field or 60 college credits or 120 CEUs
- Trade License Equivalent or 60 college credits or 120 CEUs
- Bachelor's Degree in a related field or 130 college credits or 260 CEUs
- Master's Degree in a related field or 36 graduate credits or 332 CEUs

Completing my conditional certificate requirements. **Complete page 1 only.**

Master's degree and Advanced Professional Certificate (Master's degree and three (3) years of appropriate satisfactory teaching experience) **Complete page 1 only.**

Advanced Professional Certificate (without Master's degree and three (3) years of appropriate satisfactory teaching experience) **Complete pages 1 & 2.**

Advanced Professional Certificate, Master's degree plus 30 credits (a master's degree plus 18 graduate credits and 12 graduate, undergraduate or MSDE credits) **Complete pages 1 & 3.**

Advanced Professional Certificate, Master's degree plus 60 credits (a master's degree plus 36 graduate credits and 24 graduate, undergraduate and MSDE credits) **Complete pages 1 & 3.**

Doctorate. **Complete page 1 only.**

My original grade slips and/or official transcripts:

were submitted previously to the Human Resources Office.

are attached.

NOTE: A master's or doctorate must be verified by an official transcript that shows the date the degree was awarded.

EMPLOYEE SIGNATURE

_____ *Signature*

_____ *Date*

REVIEWED:

Human Resources _____	Date _____
A. Supt. Admin. Ser. _____	Date _____
Payroll _____	Date _____

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Salary Increase for the 36-Hour Master's Equivalency

The 36-hour master's equivalency must include at least 21 post-baccalaureate graduate semester credits and no than 15 post-baccalaureate undergraduate credits or Maryland State Department of Education (MSDE)-approved in-service credits. **Any required reading courses must be completed.**

1 GRADUATE COURSE WORK (21 credits minimum)

College or University	Course Number / Title	Semester / Year	Number of Credits

Total **0**

Official transcripts of all credits listed above must accompany this application.

2 INSERVICE AND UNDERGRADUATE COURSE WORK (15 credits maximum)

College or University	Course Number / Title	Semester / Year	Number of Credits

Total **0**

Official transcripts of all credits listed above must accompany this application.

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Salary Increase for the Master's Degree Plus 30 or 60 Credits

To be eligible for these salary increases, an applicant must possess:

- 1 An APC certificated individual holding a Masters degree from an accredited institution;
- 2 Post-baccalaureate graduate, undergraduate and MSDE credit deemed appropriate by the local superintendent;
- 3 The MA + 30 has a minimum combination 18 graduate credits **AND** 12 graduate, undergraduate or Maryland State Department of Education (MSDE)-approved in-service credits;
- 4 The MA + 60 has a minimum combination of 36 graduate credits and 24 graduate, undergraduate and Maryland State Department of Education credits;
- 5 All credits will be verified by providing the Board of Education with original Maryland State Department of Education (MSDE)-approved in-service credits and/or official transcripts;
- 6 Movement to the MA + 30 or MA + 60 pay scale will be made upon verification by the Board of Education of satisfactory completion of the appropriate credits;

Date of bachelor's degree: _____ College or University: _____
 Date of master's degree: _____ College or University: _____

Provide below the type and number of credits earned beyond a master's degree and in which the grade was at least a C or its equivalent.

College or University or MSDE	Type of Credit G, UG, CPD	Course Title	Number of Credits	Dates	
				From	To
Total			0		

Official transcripts of all credits listed above must accompany this application.