



Application for Salary Increase and/or Certificate Change — Unit I/II Employees

Use this form to notify your certification specialist of an update to your certification with/without a salary increase.

It is the responsibility of any Unit I educator who believes that he or she qualifies for a salary increase based on a change in certification, coursework, or degree status OR a Unit II administrator who has earned a doctoral degree to submit this application with supporting transcripts to Human Resources/Certification by October 15th to be eligible for the increase to be retroactive to the beginning of the school year or by February 15th to be eligible for the increase to be retroactive to January 1st.

Name Last	First	Middle	Employee ID
Work Location		Position	
Current Certificate		Valid from: _____ through _____	

I am applying for a salary increase and/or certificate change based on:

(For all choices, please complete this page and pages 2 or 3 if noted.)

- Completing my conditional certificate requirements.
Complete this page only.
- Master's degree and Standard Professional Certificate.
Complete this page only.
- Master's degree and Advanced Professional Certificate (Master's degree and 3 years of appropriate teaching experience). *Complete this page only.*
- Master's equivalent and Advanced Professional Certificate (36 semester hours with a minimum of 21 graduate credits and 3 years of appropriate teaching experience)
Complete this page and page 2.
- National Board Certification and Advanced Professional Certificate (National Board Certification, a minimum of 12 graduate credits, and 3 years of appropriate teaching experience)
Complete this page and page 2.
- Master's degree plus 30 graduate credits (a master's degree plus additional graduate credits from regionally accredited colleges or universities so as to total 60 graduate semester credits)
Complete this page and page 3.
- Master's degree plus 60 graduate credits (a master's degree plus additional graduate credits from regionally accredited colleges or universities so as to total 90 graduate semester credits)
Complete this page and page 3.
- Doctorate (Units I & II)
Complete this page only.
- Advance to next certificate level only (no salary change)
Complete this page only.

My original grade slips and /or official transcripts

- were submitted previously to Division of Human Resources.
- are attached.

*Note: All coursework and program requirements must be completed prior to the start of the school year for the increase to be effective with the start of the school year OR by December 31st for the increase to be effective January 1st. All official transcripts must be on file in HR or attached to this request to be considered. Incomplete requests **will be returned** to the sender.*

Signature

Date

Please send ALL required documentation together to Human Resources/Certification

Name _____

Salary Increase for the 36–Hour Master’s Equivalency

The Maryland State Department of Education issues certificates on two dates only — January 1 and July 1 of each year. The 36-hour master’s equivalency must include at least 21 post-baccalaureate graduate semester credits and no more than 15 post-baccalaureate undergraduate credits or Maryland State Department of Education (MSDE)-approved in-service credits. Any required reading courses must be completed. Official transcripts of all credits listed below must accompany this application unless previously submitted. **LIST ALL RELEVANT CREDITS BELOW IN THE APPROPRIATE SECTIONS.**

I. Graduate Coursework (21 semester hours minimum OR 12 semester hours minimum with NBC)

Course Number/Title	College/University	Semester Hours	Office Use Only
National Board Certified? <input type="checkbox"/> Yes <input type="checkbox"/> No			

II. Inservice And Undergraduate Coursework (15 semester hours maximum)

Quarter hour credits must be converted to semester hour credits by multiplying by two-thirds.

Course Number/Title	College/University	Semester Hours	Office Use Only

Signature

Date

Approved by Human Resources

Specialist’s Signature

Date

Name _____

Master’s Degree Plus 30 or 60 Semester Hours of Graduate Credit

NOTE: (A master’s or doctorate must be verified by an official transcript that shows the date the degree was awarded.) To be eligible for these salary increases, an applicant must hold a professional certificate, must have successfully completed a master’s degree plus enough additional semester hours of post-baccalaureate graduate credit from accredited colleges or universities so as to total 60 or 90 graduate semester credits. Credits must be in professional education courses or in the subjects represented in the curriculum of Anne Arundel County Public Schools.

In-service credits, undergraduate credits, or professional growth activity credits do not apply to the Master’s-Plus-30 or the Master’s-Plus-60 salary increase.

Date of bachelor’s degree: _____ College or University: _____

Date of master’s degree: _____ College or University: _____

Summarize below the total number of semester hours of **graduate** credit earned since the bachelor’s degree was conferred and in which the grade was at least a B or its equivalent

College/University	Number of Credits Earned (multiply quarter hours by 2/3)	Office Use Only
<i>Master’s Degree from:</i>	<i># of credits in Master’s Degree</i>	
List additional graduate credits below:		
Total Credits Earned:		

Official transcripts of all credits listed above must accompany this application unless previously submitted to Human Resources.

Signature

Date

Approved by Human Resources

Specialist’s Signature

Date