



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.

Name Last	First	Middle	Employee ID
Work Location		Position	

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 Pre-K–12 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 Pre-K–12 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 Pre-K–12 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.*
- Add Endorsement to Certificate *Complete this page only*

Area _____

My official transcripts

- are on file with the Division of Human Resources.
- were sent from the college to HRCOT@aacps.org.
- are attached.

Signature

Date

Unit I 10-month employees: For coursework/degrees completed prior to the contracted start date of the school year, this form and official transcripts must be received in HR no later than October 15th for the salary to be retroactive to the start of the school year. For courses/degrees completed by December 31st, the deadline for HR to receive official transcripts and this form is February 15th.

Unit I 12-month employees: Courses/degrees must be completed by June 30th to be eligible for the salary change effective July 1st and this form and official transcripts must be received in HR no later than October 15th for the salary to be retroactive to July 1st. For courses/degrees completed by December 31st, the deadline for HR to receive official transcripts and this form is February 15th.

Unit II employees: Submit this form to request the increase to your salary based on earning a Doctoral degree. The official transcript with the conferral of the degree is required. The deadlines for receipt of transcripts and forms are the same as for Unit I.

Submit official transcripts of all degrees/credits before sending this form to Human Resources/Certification

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.

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**. Credits earned at one college can be listed in one entry for the total number of credits from that college, e.g. *Goucher — 18*

College/University	Number of Credits Earned (multiply quarter hours by 2/3)	Office Use Only
Master’s Degree from:	# of credits in Master’s Degree (REQUIRED)*	
Summarize additional graduate credits below:		
Total Master’s and Additional Credits Earned:	(REQUIRED)*	

* At least 60 total graduate credits required for M+30
 At least 90 total graduate credits required for M+60

 Signature

 Date

Approved by Human Resources

 Specialist’s Signature

 Date