



REQUEST FOR EDUCATIONAL SALARY ADVANCEMENT LICENSED EMPLOYEE

Educational salary advancement (horizontal movement) on the Annual Teacher Salary Schedule is an annual process open to all current licensed employees, who will be completing an advanced PK-12 education-related degree and/or additional coursework. To initiate the salary advancement, licensed employees are required to submit a completed **CCF-139, Request for Educational Salary Advancement Licensed Employee**, to the Employee Contracts and Compensation Department in the Human Resources Unit #032 by **June 1** of the current contracted school year in order to be effective for the next school year. Educational salary advancement is made in accordance with Article 26 (Professional Compensation) of the (licensed) Negotiated Agreement between the Clark County School District (CCSD) and the Clark County Education Association (CCEA) and Clark County School District Regulation 4292 (Placement and Advancement on the Teacher Salary Schedule). It is the responsibility of the employee to review the criteria required in the current (licensed) Negotiated Agreement and Regulation 4292 for salary advancement to ensure that the degree and/or coursework will be in compliance and acceptable.

All coursework and/or advanced degree requirements (including thesis and/or dissertations, projects, and oral examinations) must be completed prior to the last working day in September and must be completed after the date the degree was earned, e.g., after bachelor's degree to advance to bachelor's degree plus 16/32 and after master's degree to advance to master's degree plus 16/32. Specifically excluded are courses which are not credit-bearing toward a degree or in-service courses not offered by the District. Be advised that earned quarter credit does not equal semester credit and must be converted, e.g., quarter credit x 2 / 3 = semester credit.

Based on the CCF-139, Request for Educational Salary Advancement, the salary class advancement on the Annual Teacher Salary Schedule will automatically be processed for the ensuing contracted school year. If a change or cancellation must be made, the employee must send an e-mail via InterAct to Teacher Salary Advancement or from an outside computer to teachersalaryadv@interact.ccsd.net by the first working day in August to ensure the correct salary placement will be in effect for the first scheduled pay date in September of the new school year.

To finalize and confirm the salary advancement, a completed CCF-138, Degree and/or Credit Tracking Form Educational Salary Advancement Licensed Employee, is required to be submitted with all original transcripts to Employee Contracts and Compensation Department in the Human Resources Unit #032 by **November 1**. If it is revealed in the formal audit performed after November 1 that the requirements for the salary advancement are not in compliance with Article 26 and CCSD Regulation 4292, the employee shall be placed on the salary schedule to the step and class where otherwise entitled to include the deduction of any overpayment received.

PRINT NAME ACCORDING TO DISTRICT RECORDS (Last, First, M.I.)	IF DIFFERENT, NAME ON INTERACT	LAST 4-DIGITS OF SSN	CURRENT SCHOOL/WORK LOCATION NAME	LOC. NO.
Presently, my salary is based on the following degree and/or semester credit units: (check one)		Prior to the last working day of September of the ensuing contracted school year, I will have earned the following degree and/or semester credit units: (check one)		
<input type="checkbox"/> Bachelor's Degree	Class A	<input type="checkbox"/> Bachelor's Degree + 16 semester credits	Class B	
<input type="checkbox"/> Bachelor's Degree + 16 semester credits	Class B	<input type="checkbox"/> Bachelor's Degree + 32 semester credits	Class C	
<input type="checkbox"/> Bachelor's Degree + 32 semester credits	Class C	<input type="checkbox"/> Master's Degree	Class D	
<input type="checkbox"/> Master's Degree	Class D	<input type="checkbox"/> Master's Degree + 16 semester credits	Class E	
<input type="checkbox"/> Master's Degree + 16 semester credits	Class E	<input type="checkbox"/> Master's Degree + 32 semester credits	Class F	
<input type="checkbox"/> Master's Degree + 32 semester credits	Class F	<input type="checkbox"/> Educational Specialist Degree (Ed.S.)	Class E <input type="checkbox"/>	
<input type="checkbox"/> Doctorate Degree (Ph.D/Ed.D)	Class G	<i>(As outlined in Article 26-1 of the licensed Negotiated Agreement, only approved programs can be utilized for placement on Class E or F.)</i>		Class F <input type="checkbox"/>
<input type="checkbox"/> Advanced Studies Certification (ASC)	Class H	<input type="checkbox"/> Doctorate Degree (Ph.D/Ed.D)	Class G	
Coursework used to advance to the Advanced Studies Certification (ASC) Class column H (or I) requires approval by the District. The District has not approved any of the courses to advance to Class column H (or I) and thus advancement to Class column "H" (or I) remains frozen .		<i>(As outlined in Article 26-2 of the licensed Negotiated Agreement, only approved degrees can be utilized for placement on Class G.)</i>		
		<input type="checkbox"/> Advanced Studies Certification (ASC)	Class H	
		<i>(As outlined in Article 26-23 of the licensed Negotiated Agreement, only the established approved and the certain number of Advanced Studies Certification (ASC) 18-credit hour programs required to be completed as per the imposed October 1, 2007 lock-in date can be utilized for placement on Class column H.)</i>		
		<input type="checkbox"/> Advanced Studies Certification (ASC) AND Doctorate Degree (Ph. D/Ed.D)	Class I	
		<i>(As outlined in Article 26-2 of the licensed Negotiated Agreement, only approved degrees can be utilized for placement on Class I.)</i>		
EMPLOYEE SIGNATURE		HOME and/or CELL PHONE NUMBER		DATE

EDUCATIONAL SALARY ADVANCEMENT CONFIRMED BY – Employee Contracts and Compensation Department in the Human Resources Unit

CODING DATA	S	C	New Teacher Induction Program (NTIP) School Year _____ <input type="checkbox"/> Completed <input type="checkbox"/> Not Completed Alternative Routes to Licensure (ARL) <input type="checkbox"/> Completed <input type="checkbox"/> Not Completed School Year _____						
Based on the final evaluation of degree and/or semester credit units, confirmed placement on the schedule is:	CONTRACTED SCHOOL YEAR	STEP	CLASS	CONFIRMED BY	DATE	AUDITED BY	DATE		