Message from LINC:

Since LINCspring cycles can be submitted for salary advancement in Clark County, we wanted to clearly convey the steps and expectations for successful completion.

1. **Select a LINCspring cycle** that will help you develop a **new** practice or instructional strategy, not one you are already doing.
2. **Complete the Spark, Reflect** (all questions must be complete)**, and Tinker sections.**
3. **Implement the strategy.** This usually involves trying something with students, so timestamps and dates of submission are carefully reviewed to assure sufficient time has passed for the new practice to be implemented.
4. **Complete the Grow section** (all questions must be complete).
5. **Review this [rubric](#)** to ensure completion before submitting a request for a certificate.
6. **Submit the certificate request  form and payment** from the link in the banner at the top of LINCspring.

*Note: Each section is carefully reviewed for high quality, complete responses (i.e. open ended questions are detailed and show thoughtful consideration and the Tinker shows a plan for implementation and/or clear understanding of the instructional strategy).*

If any portion of the cycle you submit requires review, you will receive an email from "Lia from LINCspring" with information about what needs to be reviewed and resubmitted.

If you need any instructional support or tips, you can always message your LINC coach, Kim Weber, in the LINCspring platform by clicking on the envelope in the upper right hand of LINCspring.

**Important Notice:** Starting Monday, December 11th there will be a discounted fee of $25 for each cycle review (an 80% discount for Clark) to ensure the highest quality review and submissions for salary advancement credit. Payment instructions and link will be provided after each cycle review request is submitted.

Please allow 6-8 weeks for work review and for certificates to be delivered via email. If you have questions about a certificate, please email **support@lincspring.com**.

Sincerely,
The LINC Team