

Mid Valley Special Education Cooperative
PROFESSIONAL GROWTH
for Salary Schedule Credit

GRADUATE LEVEL/ UNIVERSITY COURSES

Any graduate level / university course requires a Request for Approval of Courses form to be completed and approved by your Coordinator/Principal and the Director of Human Resources prior to the first meeting of the course. Within sixty (60) days of completion of the course, you need to submit an official transcript to the Human Resources department.

SALARY SCHEDULE CREDIT

Once you have earned enough total credits (graduate level) to move up on the Salary Schedule, you need to submit a Request for Salary Schedule Change form to the Human Resources department.

DEADLINES

Request for Approval of Courses forms should be submitted prior to the first meeting of the course. Proof of completion of courses (Official Transcripts and Master Teaching Certificates) and Salary Schedule Change forms are due in the Human Resources department on or before the deadlines of **November 15th** (1st semester) and **March 15th** (2nd semester).

Salary Schedule adjustments will be reflected on the following December and April paychecks and credit shall be retroactive to the start of the semester in which the evidence of academic credits and documents were presented.

If you have any questions regarding Professional Growth for Salary Schedule credit, contact Director of Business & Human Resources at 331-228-4873.

09/17

Request for Approval of Courses

Name _____ Date Submitted _____
 School _____ Assignment _____

I. My current salary schedule placement is: BA + _____ or MA + _____

I have read and understand the Policies for Salary Schedule Credit and Section 20.6 of the MVSEA Professional Agreement.

Employee Signature

II. Please supply all the following information:

	College/ University	Course Number (graduate level)	Name of Course	Semester Credit Hours	Degree Program Y or N	Year and Term	Dates and Times	Location	Classroom Learning	*Distance Learning
1										
2										
3										
4										
5										
6										

*Distance learning courses require documentation that the conditions in **Section D** are met.

III. Pursuing National Board Certification

IV. Reviewed and Approved by Principal/Designee (Verifies that course is related to professional assignment)

Principal/Coordinator Signature

Date

V. Action by Human Resources Office:

Approved for Salary Schedule Credit

Not Approved

Comments: _____

Director of Human Resources

Date

**MID VALLEY SPECIAL EDUCATION COOPERATIVE
POLICIES FOR SALARY SCHEDULE CREDIT**

A. Salary Schedule Credit for University Programs

In order for courses to apply for salary schedule credit, such courses must:

1. be at the graduate course level;
2. be applicable toward a recognized graduate degree program offered by a recognized and accredited institution of higher education;
3. be professionally related to the teacher's assignments; and
4. be acquired by means of an actual course of study in a semester, quarter, or summer format, but not less than fourteen (14) classroom hours of instruction per semester hour credit. (Because this point impacts Internet-based and correspondence-based courses, additional information is required to verify that the requirements in Section D below are met. See Section D below.)
5. **Official transcripts** or university/college grade reports reflecting academic graduate credits are due by November 15th for 1st semester or March 15th for 2nd semester salary schedule credit. Applications of academic credit must be submitted within sixty (60) days of completion of the course.

B. Salary Schedule Credit for National Board Certification

1. A copy of your **Master Teaching Certificate** is due by November 15th for 1st semester or March 15th for 2nd semester salary schedule credit.

C. Non-Applicable Salary Schedule Credit

1. Professional conferences will not be counted for credit. A conference is defined as a series of sessions on various topics given by different presenters.
2. Credit will not be given for workshops taken during school hours.

***D. Distance Learning Course Requirements (i.e., internet, video, etc.)**

1. Must include adequate opportunity for collaboration and meet two or more of following examples (or similar)
 - Collaborative projects
 - Multiple feedback loops
 - Face-to-face interaction
 - Chat room dialogue sessions
2. The Distance Learning course is unique in that it does not duplicate district professional development offerings.

Mid Valley Special Education Cooperative
St. Charles, Illinois

Request for Salary Schedule Change

Please complete and submit to the Human Resources Office.

Name _____ Date _____
School _____ Assignment _____

Check one box in each column.

Present Status:

- BA
- BA + 8
- BA + 16
- BA + 24
- MA
- MA + 8
- MA + 16
- MA + 24
- MA + 32
- MA + 45
- MA + 60

Request Change to:

- BA + 8
- BA + 16
- BA + 24
- MA
- MA + 8
- MA + 16
- MA + 24
- MA + 32
- MA + 45
- MA + 60
- ED.D / PH.D

A request for Salary Schedule Change must meet the following contractual conditions:

1. Applications for academic credit must be submitted within sixty (60) days of completion of the course.
2. **Official transcripts or Master Teaching Certificates** are due by November 15th for 1st semester or March 15th for 2nd semester. Salary adjustments will be reflected on the December and April checks, and credit shall be retroactive to the start of the semester in which the evidence of academic credits is first presented.
3. All completed documents for Professional Growth must be in the Human Resources Office **on or before the November 15th or March 15th deadlines.**