

MONTGOMERY COUNTY PUBLIC SCHOOLS

Request for Advanced Salary Placement

Office of Human Resources and Development/Certification Unit
 45 W. Gude Drive, Suite 2300, Rockville, Maryland 20850
 MONTGOMERY COUNTY PUBLIC SCHOOLS

INSTRUCTIONS: Refer to reverse side of this form for complete instructions and additional information.

Select the salary lane for which you are applying Master's Lanes OR Equivalent <input type="checkbox"/> M <input type="checkbox"/> MEQ <input type="checkbox"/> M+30 <input type="checkbox"/> MEQ+30 <input type="checkbox"/> M+60 <input type="checkbox"/> MEQ+60	Last Name _____ Employee ID# _____ First Name _____ Middle _____ School/Office/Location _____ Current Work Assignment _____
If you are on the MEQ lane and have received your master's degree, contact the Certification Unit for instructions on how to update your degree.	*Salary lane changes apply only to educators on the MCEA Unit A–D salary schedule and on active or paid leave status.

COURSE INFORMATION

Check one:

My original official transcript is attached—photocopies and printed digital transcripts are **NOT** acceptable.

All of my original official transcripts have been previously submitted to the Certification Unit.

I have requested original official transcript(s) to be sent to the Certification Unit from:

Name of College(s) _____ Date Requested ____/____/____

Name of College(s) _____ Date Requested ____/____/____

Name of College(s) _____ Date Requested ____/____/____

Course(s) (no more than 3 courses) that you have completed and believe qualifies you for salary advancement. This helps us determine if we have your most recent coursework on file.

DEPARTMENT AND COURSE #	FULL COURSE TITLE	SEMESTER HOURS CREDIT	DATE COMPLETED	COLLEGE OR UNIVERSITY

THIS REQUEST WILL NOT BE PROCESSED WITHOUT THE APPLICANT'S ORIGINAL SIGNATURE OR E-SIGNATURE AND DATE

I understand that my electronic submission of this form and my electronic signature are intended to be, constitute, and are equivalent to my personal signature.

Signature, Applicant _____ Date ____/____/____

FOR CERTIFICATION UNIT USE ONLY

ACTION: Date all official documentation received ____/____/____ Employee ID# _____

COMMENTS:

Approved: Effective Date ____/____/____ Disapproved HRO Transaction Entered

I understand that my electronic submission of this form and my electronic signature are intended to be, constitute, and are equivalent to my personal signature.

Signature, Director/Designee, Certification Unit _____ Date ____/____/____

PROCEDURE FOR REQUESTING ADVANCED SALARY PLACEMENT

- This form is only to be used when you believe you qualify for a salary lane change, or salary advancement. To add additional coursework to your certification records, please see the instructions on the **Submitting Official Transcripts, MSDE CPD Credits Slips and Other Documentation** information page. www.montgomeryschoolsmd.org/departments/personnel/certification/info/submitting-transcripts.aspx.
- This **original signed form (paper)** must be submitted to the Certification Unit via pony or regular mail. This **original signed form (electronic signature)** must be submitted via email attachment to Certification@mcpsmd.org.
- Requests are processed after receipt of **all** required documents—official transcripts and signed/dated MCPS Form 475-1.
 - MCPS CPD grade slips are provided to the Certification Unit automatically
 - Outside MSDE CPD courses must be submitted to the MCPS CPD liaison for signature, then an original is provided to the Certification Unit
 - College/university courses must be submitted on official transcripts
 - Electronic transcripts must be sent directly to Certification@mcpsmd.org from the transcript provider (i.e. Parchment, National Student Clearinghouse, E-Scrip Safe, Credential Solutions, SPEEDE, etc.)
- Salary lane changes will be effective no later than the second pay period after **all** documentation has been received and verified by the Certification Unit. Refer to the **Salary lane change effective dates (PDF)** on the [Salary Advancement Information](#).

DEFINITIONS

For other information concerning salary schedules, please refer to [Board Policy GHC, Salaries and Other Benefits of Administrators and Supervisors, Business and Operations Administrators, and Teacher-Level Employees](#) and to the [Salary Advancement Information](#) page at www.montgomeryschoolsmd.org/departments/personnel/certification/current/salary/.

Semester hours are the academic unit/credit accepted by MSDE and MCPS

- Quarter hours are converted to semester hours (i.e. 3 quarter hours = 2 semester hours, 5 quarter hours = 3.3 semester hours)

Salary Lane Definitions

M—Master's

M+30—Master's plus 30 credits

M+60—Master's plus 60 credits

MEQ—Master's Equivalent

MEQ+30—Master's Equivalent plus 30 credits

MEQ+60—Master's Equivalent plus 60 credits