

**\*\*SPECIAL  
WINDOW**

[Next  
Deadlines](#)  
**Coursework:**

August 31,  
2011

**Document  
Deadline:**

October 6,  
2011

**Effective:**  
September 1,  
2011

## Education Salary Advancement

- The effective date of the next Educational Salary Advancement is September 1, 2011.
- All coursework must be complete and recorded on the transcript as complete (including a passing grade, no credit for course work in progress) by August 31, 2011.
- The deadline for the documentation (transcripts and Inservice forms) is close of business on October 6, 2011.
- Transcripts must be official. Copies are not acceptable.
- Degrees must be conferred on the transcript and Denver Public School uses the conferred date of the degree. (i.e. If the courses were complete for a specific degree by August 15th, but the degree is conferred on September 5th, they would not be eligible until the next set date of September 2012)
- A grade of D or higher or a Passing grade are counted as credit.
- All coursework taken above the Masters must be graduate level
- For MA +30 and +60, a minimum of 10 of the 20 credits must be education.
- Community College Classes will not be eligible for Salary Increment.
- Credits are counted in semester hours. Quarter hours will be converted.
- The credits are counted past the date of their last degree or educational salary increase. (i.e. Employee, Jim, has a masters and is being paid currently at master level, however, Jim forgot and never turned in 30 credits he earned prior to his masters. These credits can not be counted because they are prior to the last degree he is currently being paid for).
- Only the proper documentation will be accepted for Inservice credit. This information can be retrieved from Leadership Development. Leadership Development can also answer any questions pertaining to those Inservice courses. These classes have to be pre-approved for salary increment prior to the onset of the course. The contact person for that department is Melissa Muniz @ 720-423-3882. Eligible classes that were taken post- 1997 can be utilized if the above guidelines are met.
- National Board Certification moves them up one pay grade. However, if the employee is currently being paid at a BA+60 level and they acquire National Board Certification, this employee would move up 2 grades to MA+30 because BA+60 and MA are set at the same salary. All other cases would just move up 1 grade. National Board Certification increases are effective the date of passing the test. There is a specific code for National Board Certification.
- The increase, if applicable, will appear on the end of September or October check retro to September 1<sup>st</sup>.
- They will be contacted by PBS through email upon completion of evaluation of their request or if further communication is required.