



## PROCEDURE FOR REQUESTING ADVANCED SALARY PLACEMENT

To advance to the M/MEQ, M+30/MEQ+30 and M+60/MEQ+60 salary schedules, it is necessary to submit this form (faxes are not acceptable) to the Department of Recruitment and Staffing/Certification Unit.

A request can be processed only when successful completion of all course work has been verified. Credit verification forms are automatically filed for all MCPS CPD courses but completion of a university or college course must be verified by submitting an official transcript to the Department of Recruitment and Staffing/Certification Unit. MSDE approved CPDs taken in other counties must be submitted to the CPD liaison in the Office of Organizational Development for approval and distribution.

### QUALIFYING FOR ADVANCED SALARY PLACEMENT

Employees who qualify for a salary lane change will receive a one-time lump sum payment of \$1,200 (prorated for part-time educators) and there will be no retroactive payment on the higher lane. Salary lane changes will occur no later than the second pay period after the complete official documentation of eligibility is submitted to the Department of Recruitment and Staffing/Certification Unit.

For information concerning qualifications for placement on advanced salary schedules, please refer to Policy GHC: Salaries and Other Benefits of Professional Personnel, and to the Salary and Certification Information for Teachers, Specialist, and Administrators handbook; or address questions to the Department of Recruitment and Staffing/Certification Unit, 7361 Calhoun Place, Suite 401, Rockville, MD 20855 (Telephone 301-279-3112).

### DEFINITIONS

<b>M</b>	–	Master's	<b>MEQ+30</b>	–	Master's Equivalent plus 30 credits
<b>MEQ</b>	–	Master's Equivalent	<b>M+60</b>	–	Master's plus 60 credits
<b>M+30</b>	–	Master's plus 30 credits	<b>MEQ+60</b>	–	Master's Equivalent plus 60 credits