

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** must be submitted to the Certification Unit via pony or regular mail. Requests submitted via fax or e-mail will not be processed.
- 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