

Human Resources Department

(614)365-5000

APPLICATION FOR SALARY CHANGE DUE TO TRAINING BEYOND A BACHELOR'S DEGREE

Name _____

Date _____

Employee ID# _____

Work Location _____

SHOWN AS THE FILE NUMBER ON YOUR PAY STUB

Employee Signature: _____

Email address (for notification): _____

NOTE: If your certificate is due to expire June 30 of THIS current school year and you intend to renew your certificate with coursework from the attached transcripts, **STOP!** You must submit SEPARATE OFFICIAL transcripts for BOTH salary increments AND renewal of certification or licensure. The Ohio Department of Education now requires official transcripts, and an official transcript must also be a part of your personnel file.

I am applying for the following salary increase: (check one):

- Bachelor's Plus** Total credit hours must equal 150 semester hours or 225 quarter hours. Attach official transcripts indicating all credits after your bachelor's degree.
- Master's Degree** Attach official transcripts indicating degree and date conferred. DO NOT have official transcripts mailed to this office from your college/university. Request they be mailed directly to you.
- Master's Degree plus 30 semester hours or 45 quarter hours.** Credits must be graduate-level courses in education or graduate level courses generally related to your area of certification. All credits toward this increment must be AFTER the date of the master's degree.
- Ph.D. Degree** Attach official transcripts indicating degree and date conferred. DO NOT have official transcripts mailed to this office from your college/university. Request they be mailed directly to you.

→ **You will receive a confirmation email indicating your new salary and the date for Board approval.**

HUMAN RESOURCES DEPARTMENT USE ONLY

EFFECTIVE DATE _____ BOARD DATE _____

CURRENT DEGREE _____ NEW DEGREE _____ PAY PLAN _____

YEARS _____ NEW SALARY RATE \$ _____ GRAD DATE _____

COLLEGE _____ SEM. HRS _____

TIME/DATE STAMP