



WEST ORANGE-COVE CONSOLIDATED INDEPENDENT SCHOOL DISTRICT

Request For Certification of Course Credits

Teachers and administrators who have completed credit hours above a Bachelor or Master degree are eligible for supplemental pay. The hours must be completed after the initial degree has been conferred and must meet one of the following conditions:

- 1. Any hours above a Bachelor’s Degree must be on an approved Master’s Degree plan.
2. Any hours above a Master’s Degree must be on an approved and active Doctoral plan.
3. Any hours above a Master’s Degree must be on an advanced certification plan.
4. Salary adjustments shall be made upon filing with the Human Resource office the verification of completion of additional college hours of an advanced degree. DEA (Local) Mid-year increases will not be granted. Salary adjustments will commence during the next full school year. All documents must be submitted no later than May 1st for the upcoming budget year.

Please check the appropriate box for credit requested and indicate documentation attached:

APPLICANT SHOULD COMPLETE THE FOLLOWING:

*Supplemental pay is as follows (check appropriate box for credit requested):

- Checkboxes for Bachelors + 12 hours, Masters + 12 hours, Masters + 45 hours, Bachelors + 24 hours, Masters + 24 hours, Earned Ph. D., Official Transcript showing completed credit hours, University Approved Master’s Degree Plan, University Approved Doctoral Plan.

Name: _____ Social Security #: _____

School/Assignment: _____

Total Hrs. Requested: _____ College/University: _____

Date: _____ Signature: _____

HUMAN RESOURCE OFFICE USE ONLY

- Application Approved
Application Not Approved

Effective Date: _____

Remarks: _____

Executive Director of Human Resources
Revised February 2015

Date