

# SALARY CHANGE REQUEST

**COMPLETE THE INFORMATION REQUESTED BELOW AND ATTACH UNIVERSITY TRANSCRIPTS OR PROOF OF CERTIFICATION TO CONFIRM ELIGIBILITY FOR THE CHANGE IN SALARY. RETURN THE COMPLETED FORM AND SUPPORTING DATA TO THE HUMAN RESOURCES OFFICE.**

<b>Name</b>	<b>Date</b>
<b>School</b>	<b>Assignment</b>

**Advanced degree or graduate credits:**

Semester Hours	Degree	College/University	Completion Date

National Board Certification	Completion Date	Excellence in Teaching Certificate	Completion Date

**Please circle the salary track for which application is made:**

**MA      M+30      Doctoral      \*NBPTS Certification      \*\*EIT Certification**

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**Signature**

*Should a university transcript not be available upon application, a letter from the institution verifying credits or advanced degree earned will be accepted until a transcript is available. Should the \*National Board of Professional Teaching Standards (NBPTS) or \*\*Excellence in Teaching (EIT) certificate not be available upon application, a letter from the NBPTS or EIT administrator verifying certification will be accepted until the certificate is available.*

*In order to be placed on the MA+30 salary track, the graduate credit hours must be earned after receipt of the master's degree. Application for placement on a different salary track must be made prior to **October 1** for the fall semester and **March 1** for the spring semester. For further information, please see Article 18(C) of the BHEA Collective Bargaining Agreement.*

**Note:** To convert term or quarter hours to semester hours, multiply the hours by 2/3.