



CONTINUING EDUCATION INCREMENT ADVANCEMENT APPLICATION

Continuing Education Increment Advancement

Licensed educators and *administrators* who have completed sufficient education to advance their status on the Salary Schedule may complete and submit to Human Resources a *Continuing Education Increment Advancement Application*. **It is the responsibility of the Employee to submit with this application, an original official transcript of all University or College of Higher Education semester credits and/or a MIDAS transcript of all Utah State Board of Education (USBE) credits to support his/her application.** Photocopies of transcripts are not accepted. Applications without all required transcripts are not accepted.

Continuing Education Increment Advancement Applications are processed in accordance with the Employee's governing *Negotiated Agreement*. Approved increment advancements are reflected in the Employee's earning statement within 6-8 weeks as follows:

- Approved applications received **August 1 through April 30** will result in designated increment adjustments effective from the first working day of the month following the submission of a complete application.
- Approved applications received **May 1 through July 31** will result in designated increment adjustments effective the first day of the next contract period following the submission of a complete application.

Continuing Education Increment Advancement Application

Name: _____ Position: _____ Location: _____

Licensed Educators Please Complete: I am applying for the following increment advancement:	
	Bachelor's Degree +20 Additional Hours/Credits BEYOND the Bachelor's Degree
	Bachelor's Degree +50 Additional Hours/Credits BEYOND the Bachelor's Degree OR Master's Degree
	Master's Degree +30 Additional Hours/Credits BEYOND the Master's Degree
	Doctorate Degree
Administrators Please Complete: I am applying for the following increment advancement:	
	Master's Degree +30 Additional Hours/Credits BEYOND the Master's Degree
	Master's Degree +60 Additional Hours/Credits BEYOND the Master's Degree
	Doctorate Degree

I certify that I have completed the requirements for the increment advancement indicated above and have attached an original of the official transcript(s) required for this application.

Employee's Signature: _____ ***Date:*** _____

For HR Use Only

LAST Increment Advancement Awarded:	Date Awarded:
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Verification of Submitted Transcripts
Posted Degree:
Date Degree Posted:
Additional Hours/Credits:
Have Requirements Been Met? Yes or No
Number of Additional Increments to Be Awarded:

Notification/Update	Date
Notify Employee	
Notify Payroll	
Update Salary in CACTUS	
Update Board Packet	