



EVIDENCE OF CERTIFICATION/SALARY ADJUSTMENT FORM

Attach required supporting documents and send to:
Certification Office, Room 108 or Teacher Staffing (credits counts, salary requests only), Room 111

Section I (PLEASE PRINT)

TODAY'S DATE: _____

Name: _____ School/Office: _____
 EIN: _____ Email Address: _____
 Address: _____
 Home Phone: _____ Work Phone: _____
Current Certificate type: CONDITIONAL RTC SPC APC

Section II

Items being submitted (check all that apply): **Coursework/Professional Growth**
I am submitting the following:
 Official Transcripts of a conferred degree (BA, MA, Doctorate)
If conferred degree list college/university: _____ Date degree conferred: _____
 Official Transcripts/Grade slips of courses taken (*must be official letter head, not a conferred degree*)
 Evidence of Qualifying activities for APC renewal
 Copy of Praxis Scores

Section III

I am requesting the following (check all that apply):
 Advancement to Next Certificate Level: Conditional to Certified **or** SPC to APC
 Request Evaluation/Add Endorsement: _____
 Salary Adjustment (*to request an adjustment all courses/degree requirements must be completed*)
 Credit Count (credits towards listed salary lanes, please indicate on the line) _____
 Conditional to Certified BA + 30 Salary Lane BA + 45/MA Salary Lane
 MA + 30 Salary Lane MA + 60 Salary Lane Doctorate Salary Lane
 * **Note:** Salary lane change requests based on courses or transcripts **must be accompanied by official transcripts/grade slips**. A copy of **Praxis test scores must be submitted** with this request if the request is based upon achieving passing scores on the Praxis test.

Section IV

 List all new tests you are submitting below. Supporting documentation must be accompanied with this form.

Praxis Information:

Praxis Tests No.	Praxis Test Name	Score	<input type="checkbox"/> Passed	<input type="checkbox"/> Not Passed
_____	_____	_____	<input type="checkbox"/> Passed	<input type="checkbox"/> Not Passed
_____	_____	_____	<input type="checkbox"/> Passed	<input type="checkbox"/> Not Passed

Section V

 If you are submitting transcripts indicating a conferred degree, you only need to list the degree information (Section II). List all new courses you are submitting below if transcript is not a conferred degree. Supporting documentation must be accompanied with this form.

Course No.	Course Title	College/University	CPD	#Credits	Date Completed
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____