Application for Education Enhancement Change
(Licensed)

School or Department: _____   Employee ID: _____

Educator Name: _____

Position: _____

Education Enhancement Increment Level(s) changes shall be awarded when the Human Resources Department receives a completed Application for Education Enhancement Change form and proof of eligibility in the form of an official transcript. Proof of eligibility must be submitted prior to the last working day of the month to be effective on the 1st of the following month. Proof of eligibility received after April 15th will be reflected on the next school years contract.

A copy of this application will be returned to you verifying that your application was received by the Department of Human Resources.

Education Enhancement

To determine the educator's "Education Enhancement" Increment Level:
- Identify the educator's degree attainment from an accredited university

Bachelor's Degree	n/a
Master's Degree	+6 Increment Levels
Doctorate Degree	+6 Increment Levels

  (Education enhancement is not available beyond the Doctoral Degree)
- Identify semester hours awarded after July 1, 2017, not used for the degree(s) identified above, and which are relevant to education and/or the educator's assignment.
  Note: Educators with multiple degrees are also placed using the same/following criteria.

20 semester hours	+1 Increment Level
40 semester hours	+1 Increment Level
60 semester hours	+1 Increment Level
80 semester hours	+1 Increment Level

Example: A newly hired educator with a Master's Degree and +20 semester hours with four years of experience would be placed on Increment Level twelve (12), contingent upon verification of education and experience.

Conversion Formula
Quarter hour x 2/3 = semester hour

Examples:

0.50 quarter hour = .33 semester hour   *2.00 quarter hour = 1.33 semester hour*

1.00 quarter hour = .67 semester hour   *2.50 quarter hour = 1.67 semester hour*

1.50 quarter hour = 1.00 semester hour   *3.00 quarter hour = 2.00 semester hour*

_____   _____
Employee Signature   Date