

## Educational Advances – Article 12

Article 12, Educational Advances, outlines the conditions under which educational coursework can be applied to the salary schedule.



**Q:** How can I use coursework to move horizontally across the salary schedule.

**A:** Horizontal advancement on the salary schedule is allowed for the completion of 15 semester credits of college course work for each group in the salary schedule from the bachelor's to doctorate degree.

The following exceptions are important to be aware of

- \*Courses not authorized for relicensure credit in Colorado cannot be used for educational advances.

- \*Credits must have been completed after the teacher's most recent and highest degree was conferred.

- \*It is the teacher's responsibility to secure verification that courses submitted for educational advancement meet the criteria of Article 12.

**Q:** Where must credits be earned from if I want to use them for horizontal advancement?

**A:** Credits must be earned from either a four-year or two-year degree-granting and regionally accredited institution located in the United States. Credits can also be earned from a four-year degree-granting foreign college or university approved by the ministry of education or equivalent educational agency within that country. Documentary evidence is required.

**Q:** What requirements of CDE must be met for credits to apply for horizontal salary advancement.

**A:** Credits must be acceptable to the Colorado Department of Education for endorsements, license renewals or NCLB “highly qualified” status.

**Q:** How do I let the payroll department know that I have credits available to apply for salary advancement?

**A:** The course work or degree must be submitted on the official transcript of the accredited institution. Teachers are responsible for securing all necessary transcripts and verifications and provide them to the district payroll department.

**Q:** When will the salary change appear in my paycheck?

**A:** Horizontal advances for completion of course work or degree requirements become effective on the first day of the month following the month the transcript (or degree conferring transcript) has been submitted to the human resources office.

**Q:** Can I get credit for district required professional development?

**A:** Yes, teachers can be granted credit for horizontal salary advancement for successfully completed programs or workshops specified by the Board and approved by the CDE when they are deemed equivalent to post-degree academic credit and if those programs or workshops benefit the teacher’s professional growth in teaching the APS.