**PWCS Salary Upgrade Instructions**

**Office of Certification**

(Note: The Salary Upgrade Process does not apply to employees on the Administrative pay scale

PWCS offers two Salary Upgrade Processes each school year. It is your responsibility to make sure all documentation required for your salary upgrade is received by the following deadline dates per Regulation 524-4

**To be effective the first semester of the school year: due in the PWCS Office of Certification by September 30th**

**To be effective the second semester of the school year: due in the PWCS Office of Certification by January 31st.**

**Send your Salary Upgrade packets in as early as possible.** Upon approval, the new salary rate will be reflected as follows:

•Approved July 1 - Sept 30, reflected on your first pay for current fiscal year or the pay period after your salary upgrade is approved.

•Approved October 1 - January 31, reflected on the February 15 or February 28 pay period.

•Approved February 1 - June 30, reflected on your first pay period of the next fiscal year.

**Note: A valid Virginia teaching or State Board License is required for all salary upgrade requests.**  
Salary Upgrade Requests should include the following as indicated for each salary upgrade:

**Bachelor's degree plus 15 semester hour credits**

* Completed Salary Upgrade Form (You must list each course on the Salary Upgrade Form)
* Unofficial transcripts of the completed 15 semester graduate or undergraduate semester credit hours
* The 15 credit hours do not include courses that were used to meet the requirements of the bachelor’s degree. Credit hours must have been earned after the degree was awarded or be supported by evidence that the courses were not used to meet the requirements of the bachelor’s degree.
* Scan and send to your Licensure Specialist as indicated below

**Master's degree:**

* Completed Salary Upgrade Form
* **Official Transcripts** – Order transcripts from the college, university or institution and request they be sent to your home address or emailed directly to your licensure specialist from the college/university. IMPORTANT: Use caution when ordering transcripts. Official transcripts with a stamp or seal is required. Some institutions contract with other companies (third party) to issue official transcripts. The transcripts may be accepted if received in sealed envelopes. Placement records sent from colleges, electronic transcripts, grade reports, PDFs, photocopies, and student printouts of transcripts will **not** be accepted.
* **$25 fee payable to Treasurer of Virginia to add Master’s to your teaching license if applicable – use only blue or black ink**
* Make a copy of your salary upgrade packet for your records
* Send via US Mail or courier your Salary Upgrade Packet to the PWCS, Office of Certification, Attn: Licensure Specialist

**Master's degree + 30 semester hour credits:**

* Completed Salary Upgrade Form (You must list each course on the Salary Upgrade Form)
* Unofficial transcripts with conferral of the Master’s degree, plus 30 graduate or undergraduate semester credit hours
* The 30 credit hours do not include courses used to meet the requirements of the Bachelor’s or Master’s Degree. Credit hours must have been earned after the degree was awarded or be supported by evidence that the courses were not used to meet the requirements of the bachelor’s or master’s degree
* Scan and send to your Licensure Specialist as indicated below.

**Doctoral degree (includes Juris Doctorate)**

* Completed Salary Upgrade Form
* **Official Transcripts** – Order transcripts from the college, university or institution and request they be sent to your home address or emailed directly to your licensure specialist from the college/university. IMPORTANT: Use caution when ordering transcripts. Official transcripts with a stamp or seal is required. Some institutions contract with other companies (third party) to issue official transcripts. The transcripts may be accepted if received in sealed envelopes. Placement records sent from colleges, electronic transcripts, grade reports, PDFs, photocopies, and student printouts of transcripts will **not** be accepted.
* **$25 fee payable to Treasurer of Virginia to add Doctorate to your teaching license if applicable. Use blue or black ink**
* Make a copy of your salary upgrade packet for your records
* Send via US Mail or courier your Salary Upgrade Packet to the Office of Certification, Attn: Licensure Specialist

Approval Process: You will receive a confirmation email within 2-3 weeks of sending your Salary Upgrade Request to the PWCS Office of Certification. If you do not receive a confirmation notice indicating approval for the salary upgrade, it is your responsibility to resend the Salary Upgrade Packet by the deadline date or provide proof of your salary upgrade request.

**If you have any questions, contact your Licensure Specialist as follows:**

Laurie Zumwalt, Licensure Specialist for last names A-L [zumwallj@pwcs.edu](mailto:zumwallj@pwcs.edu) (571) 402-3123

Jen Missner, Licensure Specialist for last names M-Z [missnejj@pwcs.edu](mailto:missnejj@pwcs.edu) (703)791-8093

**Office Use: Compensation \_\_\_ Employee \_\_\_ AMS \_\_\_ Scan Date \_\_\_\_\_\_\_\_\_\_\_\_**

**PWCS SALARY UPGRADE REQUEST FORM**

# PWCS Certification Office PO Box 389 Manassas, VA 20108 703.791.8775

**(Return completed form and transcripts to the PWCS Office of Certification by Sept 30th for 1st semester and by Jan 31st for second semester eligibility)**

**See Regulation 524-4 Upgrading of Contracts** (The Salary Upgrade Process does not apply to employees on the Administrative pay scale)

**Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Home Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Location / School:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Social Security #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**I am applying for salary at level:  BA+15 MA  MA+30  Doctorate**

**If you wish to add a Master’s or Doctorate degree to your Virginia Teaching License, you must include** official **transcripts conferring the degree and a fee of $25 payable to “Treasurer of Virginia”. In addition, if you wish to add an endorsement to your teaching license, please follow instructions at** [**Certification Website**](https://pwcs.ss9.sharpschool.com/cms/One.aspx?portalId=340225&pageId=667537) **then choose Licensure/Adding Endorsements.**

**PART I (To be completed by applicant)**

1. **Present Position:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
2. **Degree(s)**

**Bachelor’s College / University: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Major:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Master’s College / University: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Major:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Doctorate College/University: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Major:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
3. \*\*Required \*\***

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\*\***

**Signature (I understand official or unofficial transcripts are required) Date**

**If you are applying for BA+15 or MA+30 you must list each applicable course earned beyond the degree requirements.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **COURSE NUMBER & TITLE** | **COLLEGE/UNIVERSITY** | **Sem.**  **Hours** | **Qtr.**  **Hours** | **Date Completed** |
| **1.** |  |  |  |  |
| **2.** |  |  |  |  |
| **3.** |  |  |  |  |
| **4.** |  |  |  |  |
| **5.** |  |  |  |  |
| **6.** |  |  |  |  |
| **7.** |  |  |  |  |
| **8.** |  |  |  |  |
| **9.** |  |  |  |  |
| **10.** |  |  |  |  |

**TOTALS**

**Attach official OR unofficial transcripts to this form and send a complete packet to the PWCS, Office of Certification. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PART II (FOR OFFICE USE ONLY — DO NOT WRITE BELOW THIS LINE)**

**REQUEST: (\_\_) APPROVED (\_\_) DISAPPROVED**

**(\_\_) BA+15 (\_\_) MA (\_\_) MA+30 (\_\_) Doctorate**

**Effective Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cont Days:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Step:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ FTE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Annual Salary:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Semi-Monthly:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Per Diem:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ RESP: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Payroll: Pay additional:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ On: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Any authorized salary adjustment will be reflected on pay check dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Authorized by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Posted Compensation:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_**