

Critical Endorsement Salary Adjustment Request Form

Provisions governing critical endorsement salary adjustment are found in the Davis Educators' Agreement. Approved forms with supporting documentation are retained in your district personnel file.

Eligibility:

- Eligible endorsement must have been included on the educator's license at the time of initial hire.
- Credits earned for endorsement must not have been counted previously toward a lane change or salary level change.

Application Procedure:

- Complete all sections of the request form, including course list.
- Submit request no later than June 30, 2019.
- Attach supporting documentation, including:
 - o A complete USBE professional development record.
 - o A copy of educator license valid on the date of initial hire.

Processing:

- Applications will be processed monthly.
- Deadline to submit request forms and documentation to Human Resources is on or before the 1st of each month.
- Additional documentation may be required as determined by Human Resources.
- Notifications will be sent by email.
- Salary increases for approved requests will be reflected on the following month's paycheck.

Date: Name:		E-mail:	
DSD Employee ID#:	CACTUS ID#:	Phone Number:	
School/Dept:	Position	on:	
Subject(s):			
Degree(s) Conferred - Date or	f Bachelor's:	University:	
Date	of Master's:	University:	
Date of first educator's licens	se (issued in any state/country):	
Education license received th	rough: University Progran	u SBE approved ARL	Program
Requesting Critical Endorser	ment Salary Adjustment for:	(Applies <u>for educators</u> on Sa	alary Table 1)
ESL (English as a Second Lan	guage) Reading	Math Level 2	Math Level 3
Initial hire date:		<u> </u>	

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Instructions for the course listing:

Critical Endorsement Salary Adjustment Request Forms submitted without a complete listing of the courses required for the eligible endorsement(s) and supporting documentation will be denied.

Provide the following to avoid any delays in processing:

- Provide the requested information on each course completed for the critical endorsement(s) claimed.
- Attach a copy of college or university transcripts and/or USBE transcript to document completed courses required for the earned critical endorsement(s).

Course #	Course Title	Institution	Completion Date	Critical Endorsement

For HR Office Use Only							
Initial Hire Date	License Information	Endorsement	Date				
License Verified							
Change Approved							
Change Approved							