

Course Requirements for Salary Lane Advancement

Acceptable course credits must be related to your assignment, associated with an anticipated educational assignment, or in general education. College credits must be earned from a regionally accredited institution, and presented on an **official** transcript. A grade of "C" or better must be earned, and all credit is converted to semester-hour credit. **Credits will be recorded chronologically and cannot be applied to subsequent salary lanes. Example: in the Master's equivalency lane, any undergraduate, MSDE, or continuing professional development credits over 15 earned before the required 21 graduate credits will NOT be counted in any other salary lane.**

Conferred Master's Degree or Master's Equivalency	Master's plus 30	Master's plus 60	Conferred Doctorate Degree
<p><u>Equivalency = 36 post-baccalaureate semester-hour credits:</u> A minimum of 21 graduate semester credits + a maximum of 15 credits in any combination of approved MSDE, undergraduate, or approved Baltimore County continuing professional development credits (CPD) OR all credits may be taken at the graduate level.</p> <p>Note: Continuing professional development credits (CPD) earned for internship experiences will not count toward the APC.</p>	<p>A minimum of 12 college semester credits + 18 credits in any combination of MSDE CPD, graduate, or undergraduate semester credits</p>	<p>A minimum of 12 college semester credits + 18 credits in any combination of MSDE CPD, graduate, or undergraduate semester credits</p>	<p>Conferred Doctorate Degree</p>

- **Graduate or Undergraduate Credit** – semester credit earned from a regionally accredited institution. Quarter hours issued by an acceptable institution will be converted to semester credit. (# quarter hours x 2/3 = # semester hours) **Official transcripts must be provided.**
- **MSDE CPD Credit** – Continuing Professional Development/In-service Credit (CPD) is coursework offered through the Department of Organizational Development, or by other Maryland school systems, which has been approved by MSDE.
- **CEU Credit** - Continuing Education Units are offered by Associations, Agencies, Institutions, and/or Organizations, and are converted to semester-hour equivalent credits, and awarded only to specialists and related service providers. A maximum of 6 semester hours from CEUs can be applied in **each** of the M+30, and M+60 lanes. CEU credits are not eligible in Masters/Masters Equivalency lane. Please refer to "Guidelines for Applying Continuing Education Units" for more information.
- **Student Teacher/Intern Credit** – Continuing Professional Development (CPD) credits can be awarded in **each** of the M+30, and M+60 lanes for supervising a student teacher, an intern, or an observation/participation student. **Up to six (6) credits for these experiences can be used towards the master's equivalency lane. These credits CANNOT be used as part of the 36 credits needed to obtain an Advanced Professional Certificate.**

It is the employee's responsibility to ensure the Office of Certification receives all documentation. Employee records are updated within 8 to 10 weeks after receipt of the documentation.

Once coursework is completed and required documentation is submitted and verified by the Office of Certification, the effective date of a salary lane advancement will be the beginning of the first full pay period after receipt of all documentation. If applicable, retroactive pay may be expected within 2 pay periods after receipt of the personnel action confirmation.