



ADDITIONAL SALARY REQUEST

Refer to Regulation 4621

Department of Human Resources
Licensure Office (Suite 1150)

8115 Gatehouse Rd. Falls Church, VA 22042

Office Use Only:
Date received in Licensure Office

The employee must initiate the additional salary credit process by submitting the application, "Additional Salary Request," along with official college transcripts to support the salary level that is being requested. Application may be made to the Licensure Office at any time the employee becomes eligible for additional salary credit. Approved salary adjustments shall be implemented the month following approval. Salary credit shall not be made retroactive. Refer to Regulation 4621.

PART I: APPLICANT INFORMATION:

Employee Number	Last Name	First	Middle/Maiden
Current Assignment (if teacher, provide subject field)	Work Location	Work Phone	Home Phone

PART II: EDUCATION – LIST ALL DEGREES EARNED (BA AND ABOVE) AND CONFERRAL DATES:

Institution	City & State	Degree (BA, MEd, PhD, etc)	Major	Date of Degree Conferral

PART III: REQUESTED SALARY LEVEL (SELECT ONE OF THE FIVE OPTIONS):

- BA+15
 BA+30
 Master’s Degree (MA)
 MA+30
 Doctoral Degree

PART IV: CREDITS EARNED BEYOND DEGREE (ONLY REQUIRED FOR BA+15, BA+30, AND MA+30):

List acceptable credits (graduate-level credits and/or FCPS Academy Credits) that are to be considered for your requested salary level. All acceptable credits for BA+15 or BA+30 must be completed subsequent/after the BA conferral date; all acceptable credits for MA+30 must be completed subsequent/after the MA conferral date.
NOTE: if applying for MA+30 based on multiple conferred master’s degrees then credits do not need to be listed below.

Institution	Course No.	Course Title	Date Completed	Credits Earned	Office Use Only
Total Credits					

PART V: APPLICANT SIGNATURE

I attest that I have read and understand Regulation 4621 and that all information that I have supplied is true and accurate. I understand that failure to list applicable credits in PART IV for the +15 or +30 salary levels, unless based on multiple conferred masters degrees, will result in the disapproval of the application. I also understand that failure to provide official transcripts to support and authenticate my application will result in the disapproval of the application.

Employee's Signature _____ Date _____

FOR OFFICE USE ONLY--DO NOT WRITE BELOW THIS SPACE

HR–LICENSURE OFFICE Approved: BA+15 BA+30 MA MA+30 Doctorate Disapproved - _____ Authorized by _____ Date _____	HR - BUSINESS SERVICES OFFICE Salary _____ Pay Step _____ Effective Date _____ Payment will be reflected in your end of _____ check. Authorized by _____ Date _____
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