

# Understanding Salary Advancement

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# General Information

- Salary advancement is **NOT** automatic.
- When you qualify for the new salary lane change, please submit *MCPS form 475-1, Request for Advanced Salary Placement*.
- The form is electronically friendly; however, it can still be delivered via regular or pony mail.
  - Emailed to [Certification@mcpsmd.org](mailto:Certification@mcpsmd.org)
  - Hand-delivered to OHRD and insert into Certification drop box (lobby)
  - U.S. mail: **Certification Unit, 45 West Gude Drive, Suite 2300, Rockville, MD 20850**
  - PONY mail: Certification Unit, 45 W. Gude Dr., Suite 2300

# General Information Cont.

- The effective date for salary advancement is based on the date all official documentation is received in OHRD, including the request form. The schedule is determined yearly (see MCPS Regulation GHC) and is available on the MCPS salary advancement information webpage.
- Only courses completed after the bachelor's degree with grades of C or better, for graduate credits through a regionally accredited college/university or for MSDE CPD course credits, apply toward salary advancement.

# Master's & Master's Equivalency (M/MEQ) -

- Master's degree

-or-

- Two bachelor's degree conferrals (not two majors) with a minimum of 150 credits total or a minimum of 30 additional credits in the second degree

-or-

- A minimum of 30 post-baccalaureate credits, which must include a minimum of 15 graduate credits; the remaining 15 credits may be graduate and/or MSDE continuing professional development (CPD) credits

# Master's & Master's Equivalency (M/MEQ) - continued

- The Master's equivalency requirements for salary advancement are different from the Advanced Professional Certificate (APC) equivalency requirements required by MSDE. Please review requirements of each on the Certification website <http://www.montgomeryschoolsmd.org/departments/personnel/certification>
- Some master's degrees contain more than 30 credits. You may apply for Master's Equivalency salary advancement at the time you receive 30 credits toward your degree. The additional credits will count toward the next salary lane.

## Master's + 30 & Master's Equivalency + 30 (M/MEQ+30)

- A minimum of **60** post-baccalaureate credits including a minimum of 15 graduate credits; the remaining 45 may be graduate and/or MSDE CPD credits

$$\text{M/MEQ} + 30 = 60 \text{ credits}$$

(30 Post-Baccalaureate Credits or  
2 bachelor degrees)

(30 additional Post-  
Baccalaureate Credits)

## Master's + 60 & Master's Equivalency + 60 (M/MEQ+60)

- A minimum of **90** post-baccalaureate credits, including a minimum of 15 graduate credits; the remaining 75 may be graduate and/or MSDE CPD credits

$$\text{M/MEQ} + 60 = 90_{\text{credits}}$$

(30 Post-Baccalaureate Credits or  
2 bachelor degrees)

(60 additional Post-  
Baccalaureate Credits)

# Special Circumstances

- Trades & Industry should contact the certification unit regarding salary advancement

Certification Unit

45 West Gude Drive, Suite 2300

Rockville, MD 20850

**301-279-3112**

<http://www.montgomeryschoolsmd.org/departments/personnel/certification/current/salary/>



# We Need Your Feedback

- This power point presentation was created to help you better understand salary advancement. Please send us your comments and/or suggestions. You may simply reply to the email that sent your PBR. Thanks!