

Master's Plus Credit



Master's Plus credit or the awarding of an advanced degree must be sent to Ashley Giesta in the Office of Human Resources at the time of hire to be applied towards your salary for the school year beginning in September.

Please note the following:

- Only submit transcripts and credits that will bring you to one of the following levels:
 - Master's Degree
 - Master's Degree + 15 credits
 - Master's Degree + 30 credits
 - Master's Degree + 45 credits
 - Master's Degree + 60 credits
 - Doctoral Degree
- Please note that only credits earned while you are employed by the Cambridge Public Schools may be counted towards Master's Plus credits. Credits earned prior to beginning employment with Cambridge Public Schools are credited towards your salary at the time of hire, to the extent allowable. For example, if you have Master's Plus 33, you will be placed on the Master's Plus 30 salary level, and you would lose the 3 remaining credits. The Office of Human Resources only banks credits for present employees.
- Requests for Master's Plus credits from an accredited college and university courses must be accompanied by an official transcript. Copies of transcripts and Grade Reports are not acceptable.
- After your first year of employment and if you have received 15 incremental credits for in-service workshops or from an accredited college or university, you can submit an application for Master's Plus Credit. The application is attached. Requests for Master's Plus credits obtained by attending in-service workshops must be accompanied by the Certificate of Completion and a transcript from the Electronic Registrar. If you have any questions about the Electronic Registrar, please contact Chris Colbath-Hess (ccolbath-hess@cpsd.us) who administers the Electronic Registrar.
- It is the teacher's responsibility to obtain the formal record of completion of workshops and the earning of Master's Plus credits.
- For future reference, no more than 45 earned in-service credits can be applied towards Master's+ 60 salary credit; the rest must be earned through completion of courses from accredited colleges and universities.

The deadline for submission of the application form and formal documentation for Master's Plus Credit is no later than July 31st. All documents must be submitted to Ashley Giesta in the Office of Human Resources.

Application for Masters Plus Credit

Cambridge Public Schools
Office of Human Resources
135 Berkshire Street, Cambridge, MA 02141

First Name Last Name

School Grade/Subject

Undergraduate Study at _____
School Degree Year

Masters Work Completed at: _____
School Degree Year

Current Salary Step and Level _____

Masters Plus Credit Applied for: (please check one) 15 Credits []
30 Credits []
45 Credits []
60 Credits []

Courses to be Applied Towards Credit

<u>Name of College or University</u>	<u>Course Name</u>	<u>Course Number</u>	<u>Dates from:</u>	<u>Dates to:</u>	<u>Credit</u>

(Attach Official Transcripts)

I hereby request approval of the activities described and certify that this information is correct.

Signature of Applicant Date

Once sufficient credits have been earned to advance to the next salary lane, please submit this form to Ashley Giesta, Office of Human Resources. Application, official transcripts and other supporting documentation for Masters Plus Credit must be received no later than July 31st for credit the following school year.