

2024-2025
PINELLAS COUNTY SCHOOLS
**INSTRUCTIONS CRITERIA AND APPLICATION FOR THE SALARY INCREMENT
BASED ON PROFESSIONAL CERTIFICATE PLUS FIFTEEN HOURS
THAT CONTRIBUTE TO TEACHER EFFECTIVENESS**

Please read carefully the following criteria before completing the application form. This form is to be used by teachers who are applying for the salary increment based on a Professional Certificate plus fifteen (PC+15) semester hours that contribute to teacher effectiveness, from a college accredited by one of the six regional associations. This salary increment and application have previously been referred to as Bachelor plus fifteen (B+15). Only teachers hired before July 1, 2011 are eligible for the PC+15 salary increase.

Applicants who meet requirements by the stated deadline will receive the increment in November, 2024. The upgrade will be retroactive back to the first day of the school year if coursework was completed by then.

Criteria for the PC+15 Salary Increment

1. Only personnel who are paid on Level 1 of the teacher's salary schedule are eligible for the PC+15 increment. The upgrade will be retroactive back to the first day of the school year if coursework was completed by that date.
2. Courses must specifically relate to the improvement of professional effectiveness, and must have been completed within the ten year validity period specified in item 6b. In order for applicants for the PC+15 salary increment to know as early in the year as possible what course work will be acceptable toward the increment, applicants may prefile a plan of projected courses with the Human Resources Department.
3. Teachers must hold a valid Professional (regular) Florida Educator's certificate or Pinellas County District Teacher Certificate at the time of application (or a Temporary Florida Educator's certificate as specified in 6a).
4. Normally, course credits will be accepted in the subject field(s) in which the person is currently certified. These credits must be *beyond* the minimum number of hours required for Florida certification in the subject field(s).
5. Employees who wish to achieve certification in another subject field may receive credit toward the PC+15 salary increment, provided such course work is relevant to this new subject field.
6. The fifteen semester hours (at least twenty-two quarter hours) must be earned:
 - a. **after** the effective date of the Professional (regular) Florida Educator's certificate or Pinellas County District Teacher Certificate

or

after the effective date of a Temporary Florida Educator's certificate **providing all course work required for the Professional (regular) Florida Educator's Certificate has been completed;**

and
 - b. **after** January 1, 2008 and before September 1, 2024.

EXCEPTION: In reviewing each individual application, the district will take into consideration applicants who held a valid standard teaching certificate in another state and are eligible for a Florida Professional Educator's Certificate. If the applicant is hired to teach in Pinellas County and qualifies for the Florida certificate, the courses taken after receiving the regular out-of-state certificate and within the time frame of 6b of this criteria will be considered. The applicant will be required to submit a copy of the out-of-state certificate, and transcripts or other necessary documentation.

7. A minimum of fifteen (15) semester hours or twenty-two (22) quarter hours must be earned at a standard institution (a college accredited by one of the six regional associations), as defined in the Florida State Board of Education Regulations. Credit from a foreign institution is not acceptable unless the institution is accredited. **Credit will not be allowed for trips, the directing of intern teachers or staff development (professional education) inservice component points, and for courses not actually taken, such as CLEP, etc.**
8. An official application for the salary increment must be filed in the Human Resources Department by October 31, 2024 in order to be eligible for the increment in the 2024-25 school year.
Exception: Teachers who start after October 1 must apply **within thirty (30) days of their starting date.**
9. **Official transcript(s)** showing the name and all credit to substantiate the increment (15 hours) should be sent along with the application form.
If official transcript(s) will not be available by the deadline, submit the application before the deadline and send the transcript(s) as soon as possible. *Note this on the application.*
You may either:
 - (a) Mail transcripts to:
Pinellas County Schools
HR/Certification/PC+15
P.O. Box 2942
Largo, Florida 33779-2942
 - (b) Have the university send the transcript to you and you send to Human Resources Department
 - or
 - (c) Have the university send the transcript by email to certification@pcsb.org.
10. Materials submitted for purposes of this increment will become part of the permanent record and will not be returned.

IMPORTANT: Applications are considered incomplete and cannot be processed until all necessary documentation is received in the Human Resources Department.

PINELLAS COUNTY SCHOOLS
APPLICATION FOR SALARY INCREMENT
BASED ON PROFESSIONAL CERTIFICATE PLUS FIFTEEN
HOURS THAT CONTRIBUTE TO TEACHER EFFECTIVENESS

Name _____ Date Submitted _____

School _____

Validity period on Professional (regular) or District Certificate _____

Subject(s) listed on Certificate _____

Subject(s) or Grade(s) teaching this year _____

LIST BELOW ALL COURSES YOU HAVE TAKEN OR PLAN TO TAKE TOWARDS ELIGIBILITY FOR THE PC+15 INCREMENT. PLEASE DESCRIBE HOW EACH COURSE SPECIFICALLY RELATES TO THE IMPROVEMENT OF YOUR PROFESSIONAL EFFECTIVENESS.

DATE COMPLETED	INSTITUTION	COURSE NUMBER	TITLE OF COURSE	SEMESTER HOURS*	RATIONALE <small>attach sheet if necessary</small>

_____ Signature

_____ Date

*1 quarter hour = 2/3 semester hour