



Instructional and Pupil Service Staff Career Ladder Education Allocation

Degree/Credit Verification Form

Idaho Code §33-1004B(8) provides for an additional allocation amount for instructional staff and pupil service staff holding a professional or an advanced professional endorsement who have acquired additional education and meet the professional or advanced professional compensation rung performance criteria:

- baccalaureate degree and twenty-four (24) or more credits, \$2,000 per fiscal year.
 - Credits earned by occupational specialist instructional staff after initial certification shall be credited toward the education allocation (occupational specialist + 24).
- master's degree, \$3,500 per fiscal year.

This form may be used to identify the baccalaureate and twenty-four (24) semester credits or master's degree required for the district or charter school to receive the additional allocation. Only transcribed credits and degrees earned at a regionally accredited institution and in a relevant pedagogy or content area will be counted toward the additional allocation. Credits must be earned prior to the last Friday of September to count for that school year. This form and all supporting transcripts will be verified by the Certification and Professional Standards Department and added to the educator's certification file in accordance with Section 33-1004B(8), Idaho Code .

Mail completed form and highlighted transcripts to:

State Department of Education
Attn: Certification Department
PO Box 83720
Boise, Idaho 83720-0027

SECTION I – INSTRUCTIONAL/PUPIL SERVICE STAFF INFORMATION

Full Legal Name	Maiden/Former Name
Current Personal Street Address	Date of Birth
City, State, Zip	EDUID #

SECTION II – DISTRICT/CHARTER SCHOOL INFORMATION

District/Charter School Name	District/Charter School Number
Name of Individual Verifying Credits/Degree	Title/Position

SECTION III – EDUCATION ALLOCATION – CHOOSE ONLY ONE

Baccalaureate Degree and Twenty-four (24) Semester Credits*

Baccalaureate Program Completion Date	College/University Name
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OR

Date of Initial Certification for Occupational Specialist <i>Include documentation if initial certification was out of state.</i>

****Submit transcripts showing completion for each course that meets the requirements listed below. Highlight courses for a total of at least 24 credits that meet the requirements below on the transcripts and return with this form.***

- Credits must be completed after first baccalaureate degree or after initial certification for occupational specialist certificates.
- Courses must be educationally related or content specific in the area(s) of certification/endorsement.

Master's Degree*

Master's Program Completion Date	University Name
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****Submit transcripts showing completion of master's degree.**