

Procedure to Apply for Plus Credits- Professional Growth Salary Increments

*****You must apply on-line in your DEEDS profile for plus credits.*****

Send the application for plus credits to Nadja Greso in Human Resources along with an *official* sealed transcript (or secure electronic link sent directly from the college/university: nadja.greso@christina.k12.de.us)

Regulation for Plus Credits: <http://regulations.delaware.gov/AdminCode/title14/700/728.shtml#TopOfPage>

Plus credits can only be given for graduate level coursework from a *Regionally* Accredited School. <http://ope.ed.gov/accreditation/Search.aspx>. Some online institutions are *nationally* accredited which is not acceptable. They must also be *regionally* accredited for DOE to accept them. Increments are approved in steps of 15 credits.

All grades must be “B” or better or “pass” if earned on a pass/fail basis.

Bachelors + 15, + 30

- Coursework **must be part of a Master’s program** and must be indicated as such on an official transcript
- Credits are applied in the order in which they are taken.

Master’s Level Increment

- Master’s must be from a Regionally Accredited Institution. Degree must show as **conferred** on the transcript. A conferral degree date is the date your college/university determined your degree was complete.

Master’s + 15, + 30, + 45 and + 60

- Coursework must be graduate level. Only coursework taken **AFTER** the conferral of a Master’s degree can count toward a Master’s plus.

Doctorate Level Increment

- Doctorate must be from a Regionally Accredited Institution. Degree must show as conferred on the official transcript.

STEPS to submit request:

- Sign into DEEDS account: <https://deeds.doe.k12.de.us>
- Under **“What Can I Do Today”**
 - Select **“Apply for Plus Credit”**
 - Follow the prompts to the appropriate application request
- Enter each course being used towards plus credits
- **Submit** and **“Print”** application
- Sign application
- Send application to Nadja Greso via email, inter-office mail, or by fax 302-552-2651.
- **Request** official transcripts be sent to the attention of Nadja Greso.
 - If your college/university sends transcripts via secure email link that is acceptable as well.

Questions? Contact Nadja Greso, HR/Certification – nadja.greso@christina.k12.de.us or 552-2621.