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.