

ADDING A DEGREE FOR SALARY PURPOSES

In order to increase your salary due to advanced training, you must add the advanced training to your Tennessee teacher license. Please visit www.tennessee.gov/education/lic/current.shtml for instructions and an application. You will need to click on the tab "Adding Degrees". Please follow the directions carefully, and don't forget to submit an official transcript(s) with your application.

The procedures which govern adding a degree for salary purposes include:

- 1) After the state licensing office has processed your request, you will receive an email notifying you that your request has been processed (NOTE: The State no longer sends you a paper license by mail.) Please forward this email to Susan Willcutt swillcutt@bradleyschools.org. The time it takes Teacher Licensing to process your application typically varies from two to six weeks; applications submitted in August tend to take longer than other times of the year.
- 2) Those who complete the advanced training in the spring or summer are eligible to receive a pay increase beginning in September, provided that you forward the email from Teacher Licensing to us before our payroll is processed in September. If your license is upgraded after the payroll is processed, we will retroactively increase your pay (on the next regularly scheduled payroll) as soon as we receive the email notification that the advanced training has been added to your license.
- 3) For those who complete the advanced training in December (mid-year), we will increase your pay for the last six pay checks of the school year (March-August), provided that you forward the email from Teacher Licensing to us before payroll is processed in March.