



# Advanced Study Credit Application For PFT Members

## Advanced Study Credit Application for PFT Members

### Employee Eligibility

- Eligible employees include PFT-represented professionals.
- See Article 112 of the Collective Bargaining Agreement for PFT Professionals for additional information regarding employee eligibility.
- As of 7/1/18, teachers hired after 7/1/10 are eligible to receive advanced study for credits earned past a master’s degree and for National Board of Professional Teaching Standards Certification (NBPTS).

### Credit Submission Eligibility

- All degrees and/or course work from a state-accredited four-year degree-granting university, college, or affiliated institution must be presented to Human Resources as an official transcript to be allowable for advanced study.
- Courses taken at a community college or other two-year institution are not allowable for advanced study credit.
- Workshops, seminars, in-service programs, etc., which are conducted or approved by Human Resources or which are approved by the state as acceptable for permanent certification, will count toward advanced study credit for a total of up to 12 credits.
  - Official documentation for workshop completion listing the number of credits earned is required to receive advanced study credit.
- Completion of the PDE Letter of Equivalency for a Master’s Degree (MEQ) program is required to be considered as having achieved Master’s equivalency. Information can be found on the PA Department of Education website.
- Complete advanced study credit guidelines as well as the increment amount for each level are available in Article 112 of the Collective Bargaining Agreement for PFT professionals.

### Application Processing and Deadlines

Advanced study credit applications are accepted on a rolling basis; however, payments are entered twice annually (September 1<sup>st</sup> and February 1<sup>st</sup>). If you are not eligible or if Human Resources needs additional information, you will be contacted via email or phone.

Applications Received	Payments
September 1 – October 1	Applications will be evaluated as they are received. Payments will be retroactive to September 1 <sup>st</sup> .
October 2 – January 31	Applications will be evaluated as they are received; however, payments will be held and entered effective February 1 <sup>st</sup> .
February 1 – February 15	Applications will be evaluated as they are received. Payments will be retroactive to February 1 <sup>st</sup> .
February 16 – August 30	Applications will be evaluated as they are received; however, payments will be held and entered effective September 1 <sup>st</sup> .



# Advanced Study Credit Application For PFT Members

## Application Submission Instructions

- Applications and required documentation can be submitted to the following address:  
Pittsburgh Public Schools  
Office of Human Resources – Room 153  
341 S. Bellefield Avenue  
Pittsburgh, PA, 15213
- Applications and official digital transcripts can be submitted to [mhostenske1@pghschools.org](mailto:mhostenske1@pghschools.org). Please include a note on your application indicating that Human Resources should expect a digital transcript from a college/transcript service.

Any questions regarding advanced study can be submitted by emailing [support@pghschools.org](mailto:support@pghschools.org).

## Advanced Study Rates for PFT Professionals (Monthly)

Credit Level	Preschool Teacher II/ Preschool Teacher III	Teachers/Librarians hired prior to 7/1/10, Therapists, Vision Itinerants, Nurses	Teachers/ Librarians hired after 7/1/10	Social Workers, Counselors, Psychologists
BA + 10	BA Rate + \$30	BA Rate + \$30		
BA + 20	BA Rate + \$50	BA Rate + \$50		
BA + 30, Master's Degree, PDE Master's Equivalency	MA Rate	MA Rate		
MA + 10	MA Rate + \$30	MA Rate + \$30	\$30	\$30
MA + 20	MA Rate + \$50	MA Rate + \$50	\$50	\$50
MA + 30	MA Rate + \$70	MA Rate + \$70	\$70	\$70
MA + 40	MA Rate + \$90	MA Rate + \$90	\$90	\$90
MA + 50	MA Rate + \$110	MA Rate + \$110	\$110	\$110
MA + 60	MA Rate + \$130	MA Rate + \$130	\$130	\$130
PhD	MA Rate + \$160	MA Rate + \$160	\$160	\$160
PhD In Certification	MA Rate + \$200	MA Rate + \$200	\$200	\$200
NBPTS	\$460	\$460	\$460	

The Pittsburgh Public Schools (PPS) does not discriminate on the basis of race, color, age, creed, religion, gender (including gender identity or expression), sexual orientation, ancestry, national origin, marital status, pregnancy or disability in its programs, activities, career and technical education programs or employment and provides equal access to the Boy Scouts and other designated youth groups. It is the policy of the Pittsburgh School District to make all services, programs and activities available and to provide reasonable accommodations to persons with disabilities. Please make requests for accommodations at least 72 hours before the scheduled event. For more information regarding accommodations, civil rights grievance procedures, please contact Employee Relations, Office of Human Resources, 341 S. Bellefield Avenue, Pittsburgh, PA 15213 or 412-529-HELP (4357).



# Advanced Study Credit Application

## For PFT Members

### To Be Completed by Applicant:

Applicant Name: \_\_\_\_\_

Employee ID: \_\_\_\_\_

Job Title: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Advanced Study Increment for which you are applying:

Accumulated Educational Credits		Certificates	
<input type="checkbox"/> Bachelor's + 10	<input type="checkbox"/> Master's	<input type="checkbox"/> Master's + 40	<input type="checkbox"/> NBPTS Certification
<input type="checkbox"/> Bachelor's + 20	<input type="checkbox"/> Master's + 10	<input type="checkbox"/> Master's + 50	<input type="checkbox"/> Letter of MA Equivalency
<input type="checkbox"/> Bachelor's + 30	<input type="checkbox"/> Master's + 20	<input type="checkbox"/> Master's + 60	
	<input type="checkbox"/> Master's + 30	<input type="checkbox"/> Doctorate	

Applicant Signature: \_\_\_\_\_

### To Be Completed for Non-Special Education Teachers Submitting Special Education Course Credits:

This is to verify that the above employee teaches/taught mainstreamed classes into which some special education students are/were regularly integrated.

Administrator Signature: \_\_\_\_\_

Administrator Name: \_\_\_\_\_



# Advanced Study Credit Application

## For Eligible PAA Members

## Advanced Study Credit Application for PAA Members

### Eligibility

- Eligible employees include PAA-represented administrators.
- Administrators represented by the PAA are only eligible to receive advanced study if they have completed 10 or more credits in addition to a master's degree.

### Credit Submission Eligibility

- All degrees and/or course work from a state-accredited four-year degree-granting university, college, or affiliated institution must be presented to Human Resources as an official transcript to be allowable for advanced study.
- Courses taken at a community college or other two-year institution are not allowable for advanced study credit.
- Workshops, seminars, in-service programs, etc., which are conducted or approved by Human Resources or which are approved by the state as acceptable for permanent certification, will count toward advanced study credit for a total of up to 12 credits.
  - Official documentation for workshop completion listing the number of credits earned is required to receive advanced study credit.
- Complete advanced study credit guidelines as well as the increment amount for each level are available in the Advanced Study Salary Credit section of the PAA Handbook and subsequent MOUs. The monthly rates are summarized below.

### Application Processing and Deadlines

Advanced study credit applications are accepted on a rolling basis. If you are not eligible or if Human Resources needs additional information, you will be contacted via email or phone.

Applications Received	Payment
September 1 – October 1	Will be processed as they are received. If received after the payroll cut-off date for the first pay in September but prior to October 1, a retroactive payment will be paid to the beginning of the school year.
October 2 – January 22	Will be processed as they are received. No retroactive payment will be made.
February 1 – February 15	Will be processed as they are received. If received after the payroll cut-off date for the first pay in February but prior to February 15, a retroactive payment will be paid to the beginning of the second semester.
February 16 – August 30	Will be processed as they are received. No retroactive payment will be made.



# Advanced Study Credit Application

## For Eligible PAA Members

### Application Submission Instructions

- Applications and required documentation can be submitted to the following address:  
Pittsburgh Public Schools  
Office of Human Resources – Room 153  
341 S. Bellefield Avenue  
Pittsburgh, PA, 15213
- Applications and official digital transcripts can be submitted to [mhostenske1@pghschools.org](mailto:mhostenske1@pghschools.org). Please include a note on your application indicating that Human Resources should expect a digital transcript from a college/transcript service.

Any questions regarding advanced study can be submitted by emailing [support@pghschools.org](mailto:support@pghschools.org).

### Advanced Study Rates for PAA Members

Credits	Monthly Advanced Study Rate
MA + 10 credits	\$30
MA + 20 credits	\$50
MA + 30 credits	\$60
MA + 40	\$90
MA + 50	\$110
MA + 60	\$130
PhD	\$416.67
NBPTS (PAA member prior to 5/1/14)	\$460
NBPTS (PAA member post 5/1/14)	\$416.67



# Advanced Study Credit Application

## For Eligible PAA Members

### To Be Completed by Applicant:

Applicant Name: \_\_\_\_\_

Employee ID: \_\_\_\_\_

Job Title: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Advanced Study Increment for which you are applying:

Accumulated Educational Credits	
<input type="checkbox"/> Master's + 10	<input type="checkbox"/> Master's + 50
<input type="checkbox"/> Master's + 20	<input type="checkbox"/> Master's + 60
<input type="checkbox"/> Master's + 30	<input type="checkbox"/> Doctorate
<input type="checkbox"/> Master's + 40	<input type="checkbox"/> NBPTS Certification

Applicant Signature: \_\_\_\_\_

### To Be Completed for Employees Submitting Special Education Course Credits:

This is to verify that the above employee teaches/taught mainstreamed classes into which some special education students are/were regularly integrated.

Administrator Signature: \_\_\_\_\_

Administrator Name: \_\_\_\_\_