



Critical Endorsement Salary Credit Request Form

Provisions governing critical endorsement salary adjustment are found in the Davis Educators' Agreement. Approved forms with supporting documentation are retained in your district personnel file.

Eligibility:

- Eligible endorsement must have been included on the educator's license at the time of initial hire.
- Credits earned for endorsement must not have been counted previously toward a lane change or salary level change.
- Critical Endorsements must be in addition to another licensed area.

Application Procedure:

- Complete all sections of the request form.
- Attach supporting documentation, including a copy of educator license valid on date of initial hire.

Processing:

- Applications will be processed monthly.
- Deadline to submit request forms and documentation to Human Resources is on or before the 1st of every month.
- Additional documentation may be required as determined by Human Resources.
- Notifications will be sent via email.
- Salary increases for approved requests will be reflected on the end of month paycheck.

Date: _____ Name: _____ Email: _____

DSD Employee ID#: _____ Cactus#: _____ Phone Number: _____

School/Dept: _____ Position: _____

Subject(s): _____

Date of first educator's license (issued in any state/country): _____

Did you receive the endorsement with your initial license? YES NO*

***Credits earned after initial license may be eligible for Salary Level Change consideration.
Please see [Salary Level Change form](#) for additional information.**

Requesting Critical Endorsement Salary Adjustment for: (Applies for educators on Salary Table 1)

ESL (English as a Second Language) Reading Math

Initial hire date: _____

Critical Endorsement Salary Adjustment Request Form

Instructions for the course listing:

Critical Endorsement Salary Adjustment Request Forms submitted without a complete listing of the courses required for the eligible endorsement(s) and supporting documentation will be denied.

Provide the following to avoid any delays in processing:

- Provide the requested information on each course completed for the critical endorsement(s) claimed.
- Attach a copy of college or university transcripts and/or USBE transcript to document completed courses required for the earned critical endorsement(s).

Course #	Course Title	Institution	Completion Date	Critical Endorsement

For HR Office Use Only			
Initial Hire Date	License Information	Endorsement	Date
License Verified			
Change Approved			
Notes:			