

Lane Change Information for Licensed Educators

The purpose of this document is to provide an overview of the lane advancement/lane change process for licensed educators. For detailed contractual language regarding lane changes, please refer to the EM-R Collective Bargaining Agreement, which can be found on the Human Resources page at the following link:

<https://www.isd623.org/services/human-resources>.

1. Pre-Approval Requirement

A **pre-approval form** must be submitted to Human Resources and approved **before** enrolling in courses or beginning a program.

- Submit the completed pre-approval form **at least two weeks prior** to the course start date.
- You will be notified within **10 days** if courses are approved or disapproved (a copy of the form will be provided for record).
- Courses must be taken **within the same school year** as the approved pre-approval form.

2. Course Relevancy and Documentation

A **course description** is required for each course taken **or** a list of courses required to complete the program for an advanced degree.

- Credits must be directly related to the educator's classroom responsibilities or another licensure area within K–12 public education.

3. Application Process

To apply for a lane change, submit the following to your Human Resources Generalist:

- **Lane Change Application Form** and **Official transcripts and/or Board Certificates**
- Electronic transcripts are considered **official only if received directly from a third-party administrator** (e.g., Parchment, Clearinghouse).
- For lane changes to **MA or DR/SP**, the transcript must clearly indicate that the **degree was awarded/conferred**.
- Teachers should submit lane change applications **only when eligible for lane movement** (e.g., MA, MA+15, MA+45, etc.).

4. Effective Date & Payroll

- Lane change applications take effect on the **date all materials are approved** by HR.
- The pay increase will begin with the **next payroll period** and will be **pro-rated** for the remainder of the school year.

5. Confirmation

You will receive a **confirmation email** once your lane change has been processed.

Other Relevant Information

- Verification of Participation for Board Credit Forms can be accessed through **PDEExpress**.
- Courses must be taken on **unpaid time** (outside of contract hours).
- The district does **not pay** for tuition, fees, or reimburse employees for any associated costs.

You Are Ready for a Lane Change If:

- A copy of the signed Pre-Approval Form has been emailed to Human Resources.
- You have at least 15 quarter credits (including eligible leftover credits from previous lane changes)
- Your official transcripts include an awarded/conferred degree date
- You have completed the Lane Change Application Form
- Official transcripts have been delivered to HR via a third-party administrator (e.g., Parchment, Clearinghouse)