2025-2026

PINELLAS COUNTY SCHOOLS

INSTRUCTIONS

CRITERIA AND APPLICATION FOR THE SALARY INCREMENT BASED ON PROFESSIONAL CERTIFICATE PLUS FIFTEEN HOURS ON A MASTER'S DEGREE PLANNED PROGRAM FROM A COLLEGE ACCREDITED BY ONE OF THE SIX REGIONAL ASSOCIATIONS

Please read carefully the following criteria before completing the application form. This form is to be used by teachers who are applying for the salary increment based on a Professional Certificate plus fifteen (PC+15) semester hours on a master's degree planned program; this salary increment and application have previously been referred to as Bachelor plus fifteen (B+15). Only teachers hired before July 1, 2011 are eligible for the PC +15 salary increase.

Applicants who meet requirements by the stated deadline will receive the increment in November 2025. The upgrade will be retroactive back to the first day of the school year if coursework was completed by then.

Criteria for the PC+15 Salary Increment

1. Only personnel who are paid on Level 1 of the teacher's salary schedule are eligible for the PC+15 increment. The upgrade will be retroactive back to the first day of the school year if coursework was completed by that date.

2. Teachers must hold a valid Professional (regular) Florida Educator's or Pinellas County District Teacher certificate at the time of application (or a Temporary Florida Educator's certificate as specified in 3a).

3. The fifteen semester hours (at least twenty-two quarter hours) must be earned:
   a. **after** the effective date of the Professional (regular) Florida Educator's or Pinellas County District Teacher certificate
   or
   after the effective date of a Temporary Florida Educator's certificate providing all course work required for the Professional (regular) Florida Educator's certificate has been completed;*
   and
   b. **after** January 1, 2008 and before September 1, 2025.

4. A minimum of fifteen (15) semester hours or twenty-two (22) quarter hours must be earned at a standard institution (a college accredited by one of the six regional associations), as defined in the Florida State Board of Education Regulations. Credit from a foreign institution is not acceptable unless the institution is accredited. Credit will not be allowed for trips, the directing of intern teachers or staff development (professional education) inservice component points, and for courses not actually taken, such as CLEP, etc.

5. An official application for the salary increment must be filed in the Human Resources Department by October 31, 2025 in order to be eligible for the increment in the 2025-2026 school year.

   Exception: Teachers who start after October 1 must apply **within thirty (30) days of their starting date.**

6. **Official transcript(s)** showing the name and all credit to substantiate the increment (15 hours) should be sent along with the application form.
   If official transcript(s) will not be available by the deadline, submit the application form before the deadline and send the transcript(s) as soon as possible. *Note this on the application.*

   You May either:

   (a) Mail your transcripts to: Pinellas County Schools
   HR/Certification/PC+15
   P.O. Box 2942
   Largo, Florida 33779-2942

   (b) Have the university send the transcript to you and you send to the Human Resources Department

   (c) Have the university send the transcript by email to certification@pcsb.org

7. Materials submitted for purposes of this increment will become part of the permanent record and will not be returned.

IMPORTANT: Applications are considered incomplete and cannot be processed until all necessary documentation is received in the Human Resources Department.

PINELLAS COUNTY SCHOOLS

APPLICATION FOR SALARY INCREMENT
BASED ON PROFESSIONAL CERTIFICATE PLUS FIFTEEN
HOURS ON A MASTER'S DEGREE PLANNED PROGRAM

DIRECTIONS: **The teacher must complete Parts A and B and attach an official transcript.**

PART A

Name _____ Date Submitted _____

School _____

Validity period on Professional (regular) or District Certificate _____

Subject(s) listed on Certificate _____

Subject(s) or Grade(s) teaching this year _____

LIST BELOW ALL COURSES YOU HAVE TAKEN TOWARDS ELIGIBILITY FOR THE PC+15 SALARY INCREMENT BASED ON HOURS IN A MASTER'S DEGREE PLANNED PROGRAM

DATE COMPLETED	INSTITUTION	COURSE NUMBER	TITLE OF COURSE	SEMESTER HOURS*

*1 quarter hour = 2/3 semester hour

SEE OTHER SIDE

APPLICATION FOR SALARY INCREMENT BASED ON PROFESSIONAL CERTIFICATE PLUS FIFTEEN HOURS ON A MASTER'S DEGREE PLANNED PROGRAM

PART B

NAME _____ DATE_____

I have been admitted to the graduate school of a standard accredited institution, and I have completed the courses as indicated on the other side of this form. These hours have been accepted by this institution on a planned program leading towards the master's degree.

_____

Signature of the Applicant