



HR Certification
Salary Credit Worksheet
BA +30 / MA +45 Effective July 1, 2022

Official college transcripts must be on file in Human Resources, and in-service records must be updated before HR can verify credit. Your In-service can be viewed on your Professional Development Portal.

Once required credits are earned it is the responsibility of the teacher to complete the Salary Group/Education Supplement Change Request Form, Salary Credit Worksheet as proof of eligibility. Submit both forms to: Certification@sarasotacountyschools.net

College credit: Courses must be completed at an institution accredited for Florida State Certification.

Salary in-service credit and college credit earned after your degree conferral can be included in this calculation. In-service salary credits (earned outside the duty day) must be earned after conferral of the appropriate degree and must be in either Education or in an area of certification held by the teacher.

A teacher who no longer holds an area of certification which led to the advanced degree supplement will lose that education supplement.

20 in-service clock hours = 1 semester hour.

One quarter credit hour = $\frac{2}{3}$ semester credit hours (# quarter credits x 2 divided by 3)
You may use any combination of college and in-service credit.

Total hours needed: BA + 30: 30 semester hours or 600 in-service
MA +45: 45 semester hours or 900 in-service

A Specialist degree must be earned in either Education, Curriculum and Instruction, or in an area of certification to qualify for MA +45 supplement.

Degree conferral date: _____

College credit earned after degree conferred: (a) _____

Inservice earned from _____/_____/_____ to _____/_____/_____
(Begin date of in-service activity) (End date of in-service activity)

Inservice SAL credit earned: _____ divide by 20 = (b) _____

Add lines (a) and (b) to equal total hours completed: _____