



Employee Services • 125 South Clark St, 2nd Floor • Chicago, IL 60603 • Phone (773) 553-1142 • Fax (773) 553-2821
Email EmployeeServices@cps.k12.il.us • www.cps-humanresources.org

APPLICATION FOR SALARY STEP ADJUSTMENT TEACHERS

This form is used to place individuals on the appropriate salary step based on prior full-time teaching or other eligible professional experience. Eligibility for a step adjustment is governed by the Board's Agreement with the Chicago Teachers Union and the Board's Compensation and Pay Plan Policy (CPS Policy Manual, Section 302.8). Employees *must* complete a step application to receive credit for teaching or other eligible professional experience outside or inside the Chicago Public Schools. Substitute teaching experience is only acceptable if you have taught within Chicago Public Schools.

Date: _____
Employee ID Number _____ Position Number _____

Name: _____
Last First Initial Former Name

School Name and Address: _____

Employee's Home Address: _____
City State Zip Code

Employee's Telephone Number: _____

Check box if you have listed a new address.

Highest Degree _____ Awarded by _____ Date _____

I. LIST ALL TEACHING OR OTHER ELIGIBLE PROFESSIONAL SERVICE **OUTSIDE** THE CHICAGO PUBLIC SCHOOLS

Salary steps are granted for a minimum of one year, full-time teaching or other eligible professional experience. **Part-time, Evening or Summer School** teaching experience is not considered. It is the sole responsibility of the employee to assure that the notarized Affidavit Form verifying this experience is received by Employee Services, 320 N Elizabeth St, Chicago, IL 60607. Please call Employee Services at 773-553-1142 if you have any questions.

Date From	Date To	Name of School or Agency	Location
_____	_____	_____	_____
_____	_____	_____	_____

II. LISTING OF ALL TEACHING SERVICES **INSIDE** THE CHICAGO PUBLIC SCHOOLS

Date From	Date To	
_____	_____	As a Day-to-Day and/or Cadre Substitute
_____	_____	As a Temporary Assigned Teacher
_____	_____	As a former regularly appointed teacher in the Chicago Public Schools
_____	_____	As a former Educational Support Personnel (ESP)

Employee's Signature _____ Date _____

III. COMMITMENT TO ACQUIRE A REGULAR TEACHING CERTIFICATE

Subject to the provision of the Agreement between the Board of Education of the City of Chicago and the Chicago Teachers Union and the Board's Compensation and Pay Plan Policy (CPS Policy Manual, Section 302.8), a Temporary Assigned Teacher (TAT) with a minimum of two (2) years of previous teaching service who agrees to apply for and acquire a regular teaching certificate shall be eligible to receive Step 03 placement on the teacher's salary schedule.

- A. I agree to apply and acquire the _____ (Teaching Certificate Type).

B. I agree that if I have not registered a standard Illinois teaching certificate with the CPS, by completing the Certificate Registration Form and submitting it to Employee Services within one calendar year, my salary may be reduced to Step 02 of the (then) current salary schedule and frozen at Step 02 until I receive an initial or Standard Teaching Certificate issued by the Illinois State Board of Education and register that certificate with the Chicago Public Schools by submitting the Certification Registration Form to Employee Services.

C. I understand and agree that the total responsibility for acquiring and registering a standard Illinois teaching certificate is mine.

2. I ACQUIRED _____ (Teaching Certificate Type) on _____

Employee's Signature _____ Date _____

<<FOR OFFICE USE ONLY>>

Credit Outside Time: Years _____ Months _____ Effective Date _____

Credit Chicago Time: From _____ To _____ Approved by _____ Date _____