



APPLICATION FOR SALARY STEP ADJUSTMENT:
TEACHERS/EDUCATIONAL SUPPORT PERSONNEL (ESP)

This form is used to place the Candidate on the appropriate salary step based on prior full-time teaching experience. A Candidate must complete a step application to receive credit for teaching experience outside or inside the Chicago Public Schools. Substitute teaching experience is only acceptable if you have taught with Chicago Public Schools.

Name Last First M.I. Former Name

Social Security Number - - Home Phone () -

Address

City State Zip Code

Highest Degree Awarded by Date

I. LIST ALL TEACHING SERVICE OUTSIDE THE CHICAGO PUBLIC SCHOOLS
Salary steps are granted for a minimum of one year, full-time teaching experience. Part-time, Evening or Summer School teaching experience in not considered. It is the sole responsibility of the employee to assure that the Affidavits Form (T. Per 42) verifying this experience is filed with HC Employee Services, 320 N. Elizabeth , Chicago, Illinois 60607. Please call Employee Services at 773-553-1142 if you have any questions.

Table with 4 columns: Date From, Date To, Name of School or Agency, Location

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

Table with 2 columns: Date From, Date To, and 4 rows of service types: As 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)

Teacher's Signature Date

III. COMMITMENT TO ACQUIRE A REGULAR TEACHING CERTIFICATE

Subject to the provision of Articles 23-4 of the Agreement between the Board of Education of the City of Chicago and the Chicago Teachers Union, 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.

- 1. 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 Chicago Public Schools, Office of Human Capital within one calendar year, my salary will be reduces to Step 02 of the (then) current salary schedule
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

Teacher' Signature Date

<<FOR OFFICE USE ONLY>>

Credit Outside Time: Years Months Effective Date

Credit Chicago Time: From To Approved Date