

**Teachers**

**Teacher, Apprentice Teacher, Pre-Professional Teacher, Dental Hygienist & Therapist,  
School Nurse and Nurse Practitioner**

<b>Bachelor's or Equivalent</b>			<b>Master's or Equivalent</b>		
<b>Step</b>	<b>9/1/13</b>	<b>9/1/19</b>	<b>Step</b>	<b>9/1/13</b>	<b>9/1/19</b>
01	45,360	46,267	01	46,694	47,628
02	47,278	48,224	02	48,945	49,924
03	51,113	52,136	03	53,281	54,346
04	54,365	55,452	04	56,531	57,661
05	57,450	58,599	05	59,532	60,723
06	60,203	61,407	06	62,368	63,615
07	62,869	64,126	07	65,121	66,424
08	64,045	65,326	08	67,788	69,144
09	65,242	66,546	09	70,565	71,976
10	66,462	67,791	10	73,454	74,923
11	67,705	69,060	11	76,462	77,991

<b>Master's + 30</b>			<b>Doctorate</b>		
<b>Step</b>	<b>9/1/13</b>	<b>9/1/19</b>	<b>Step</b>	<b>9/1/13</b>	<b>9/1/19</b>
01	49,615	50,607	01	51,866	52,903
02	52,197	53,240	02	55,117	56,219
03	57,033	58,174	03	60,285	61,490
04	60,453	61,662	04	63,789	65,065
05	63,537	64,808	05	66,872	68,210
06	66,369	67,696	06	69,708	71,102
07	69,207	70,591	07	72,541	73,992
08	72,506	73,956	08	75,850	77,367
09	75,964	77,483	09	79,313	80,899
10	79,586	81,177	10	82,932	84,591
11	83,381	85,049	11	86,715	88,449

**Senior Career Teacher**

<b>Step</b>	<b>9/1/13</b>	<b>9/1/19</b>
01	90,051	91,852

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**Special Education Teacher, Apprentice Teacher and Pre-Professional Teacher**

<b>Bachelor's or Equivalent</b>			<b>Master's or Equivalent</b>		
<b>Step</b>	<b>9/1/13</b>	<b>9/1/19</b>	<b>Step</b>	<b>9/1/13</b>	<b>9/1/19</b>
01	46,194	47,118	01	47,527	48,477
02	48,528	49,499	02	50,195	51,199
03	52,362	53,410	03	54,534	55,625
04	55,615	56,727	04	57,786	58,941
05	58,700	59,874	05	60,787	62,003
06	61,452	62,681	06	63,622	64,895
07	64,121	65,404	07	66,369	67,696
08	64,998	66,298	08	68,760	70,135
09	65,889	67,207	09	71,237	72,662
10	66,791	68,126	10	73,802	75,278
11	67,705	69,060	11	76,462	77,991

## Guidelines for Credit Given for Prior Experience

### Teachers, Counselors, School Psychologists, Occupational Therapists, Physical Therapists and Speech Language Pathologists:

- Full-time satisfactory teaching experience as a lead teacher will be accepted for teachers.
- Full-time satisfactory psychology experience will be accepted for school psychologists.
- Full-time satisfactory occupational therapy experience will be accepted for occupational therapists.
- Full-time satisfactory speech language pathology experience will be accepted for speech language pathologists.
- Satisfactory Experience as a full-time counselor in a school or as a counselor in a public or private youth agency is acceptable for prior experience credit for school counselors.
- Part-time and shared time teaching, student teaching, or serving as a teacher's assistant, teacher's aide, per diem substitute, or other similar positions will not be accepted for prior experience credit.
- A full-year of prior experience credit will be given if an individual worked for 75% of the school year in the same school district. The year can either be a 10-month or 12-month position. 75% of a 10-month position is equivalent to at least 135 days or 7.5 months. For example, if a school year is from September 1 to June 15 and an individual held a position from October 15 until the end of the school year, the individual would receive prior experience credit for a full-year because she/he worked for more than 75% of the work year.
- Long-term substitute positions that were held for seventy (70) days or more in a semester will be given a half-year of prior experience credit. Half-years of long-term substitute teaching credit will be counted as full years of prior experience credit if there are an even number of half-years. If there is an odd number of half-years, credit will be rounded down to the closest half-year. For example, two half-years of long-term substitute teaching credit will be counted as a full year. Three half-years of long-term substitute teaching credit will be rounded down to the closest half-year and counted as a full year.
- Satisfactory experience will only be counted if it is after the awarding of a bachelor's degree. Experience prior to a bachelor's degree will not be credited.
- Satisfactory experience will be accepted at any education level including pre-school, elementary, secondary, community college, or college/university level; and through any accredited or licensed educational entity, including public school, private school, parochial school, day care center or program, charter school, or college/university.
- Credit will be given for years minus one, with a maximum placement of step ten on the Teacher Scale.
- Verification received within 60 days of appointment will be retroactive to the date of appointment. Experience received after 60 days will not be retroactive.

Placement on a higher salary scale than bachelors requires an official sealed transcript. Please note that the Office of Certification will only accept official sealed transcripts reflecting conferred or awarded degrees. Official electronic transcripts can be sent from the University to [salary@philasd.org](mailto:salary@philasd.org) or official sealed transcripts can be sent to the Office of Certification: 440 North Broad Street, Suite 222, Attention Salary, Philadelphia, PA 19130 or hand delivered.

**We do not accept degrees or courses in law, religion, real estate, or medicine.  
Foreign degrees must be evaluated for U.S. equivalency before consideration.**

Once your past employers have returned the forms to the school district please allow two weeks for processing. You will receive a salary update via email. If you do not hear from us within two weeks please contact us via email at [salary@philasd.org](mailto:salary@philasd.org).

I have sent/will send # \_\_\_\_ prior experience forms to my past employer(s). I understand that my salary will not be adjusted until the School District of Philadelphia receives the verifications from my previous employers.

\_\_\_\_\_  
Full Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Print

## Guidelines for Credit Given for Prior Experience

### Nurses

- Credit will be given for registered school nurses who have satisfactory experience as a registered nurse or higher acting in a capacity providing direct care to patients.
- Nurses will receive prior experience credit based on the hours they worked weekly, bi-weekly, monthly or yearly:
  - A full year of prior experience credit will be given for 30 hours per week or more, 60 hours biweekly or more, 120 hours monthly or more, or 1,440 hours annually or more.
  - A half-year of prior experience credit will be given for 20-29 hours per week, 40-59 hours bi-weekly, 80-119 hours monthly or 960-1,439 hours annually.
- Half-years of prior experience credit will be combined to give credit as full years of prior experience credit if there are an even number of half-years. If there are an odd number of half-years, credit will be rounded down to the closest half-year. For example, two half-years of prior experience credit will be combined to make a full year. Five half-years of long-term prior experience credit will be rounded down to the closest full year and counted as two full years.
- Verification received within 60 days of appointment will be retroactive to the date of appointment. Experience received after 60 days will not be retroactive.
- Credit will be given for years minus one, with a maximum placement of step ten.

### Vocational/CTE Teachers

- Vocational teachers will receive prior experience credit for satisfactory industry experience in the subject area they are teaching based on the hours they worked per week:
- Full-time prior experience credit will be given if the individual worked a minimum of 30 hours per week or more.
- Part-time prior experience credit will be given if the individual worked 20-29 hours per week. Part-time prior experience credit will be counted as half-years. For example, 5 years of part-time experience will be counted as 2.5 years of full-time experience.
- Months of part-time and full-time work will be added together. Any remaining partial years that cannot be added together to equate one year of credit will not be counted.
- Vocational teachers who hold a bachelor's degree must submit an official sealed transcript to effect your salary.
- Verification received within 60 days of appointment will be retroactive to the date of appointment. Experience received after 60 days will not be retroactive.
- Credit will be given for years minus one, with a maximum placement of step ten.

Placement on a higher salary scale than bachelors requires an official sealed transcript. Please note that the Office of Certification will only accept official sealed transcripts reflecting conferred or awarded degrees. Official electronic transcripts can be sent from the University to [salary@philasd.org](mailto:salary@philasd.org) or official sealed transcripts can be sent to the Office of Certification: 440 North Broad Street, Suite 222, Attention Salary, Philadelphia, PA 19130 or hand delivered.

**We do not accept degrees or courses in law, religion, real estate, or medicine. (Medicine is accepted if the candidate is a school nurse or vocational teacher in the area of medicine.)**

**Foreign degrees must be evaluated for U.S. equivalency before consideration.**

Once your past employers have returned the forms to the school district please allow two weeks for processing. You will receive a salary update via email. If you do not hear from us within two weeks please contact us via email at [salary@philasd.org](mailto:salary@philasd.org).

I have sent/will send \_\_\_\_ prior experience form(s) to my past employers. I understand that my salary will not be adjusted to match the offer letter until the School District of Philadelphia receives the verifications from my previous employers.

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Print Full Name

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Signature

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Date