

Educational Level Promotion (ELP) Guidelines

Please review the following guidelines prior to submitting an application for Educational Level Promotion.

Eligible employees

- All Washington Teachers' Union members classified under ET-15.
- All CSO members classified as ET Officer, excluding Principals, Assistant Principals, Senior Master Educators and Master Educators.

Eligible credits

- All graduate level course work earned from an accredited university (recognized under the US Department of Education Postsecondary Institutions and Programs).
- Degrees are considered in the chronological order in which they were received, not on a cumulative basis. This means that employees only may submit for consideration credits earned following the date of their verified degree. Graduate credits earned prior to the degree will not be considered.
- **Dual Master's Degree:** Degrees earned concurrently must be accompanied by a credit evaluation from the university Registrar which details the specific coursework and number of credit hours for each degree. We will consider the Master's degree with the least number of credits as the base Master's. The Master's with the greatest number of credits will be used to determine the number of "plus" credits.
- **Juris Doctorate:** The JD is a terminal degree and equivalent to a Master's +30 graduate credits.
- **Vocational Degree:** We will review these requests on a case-by-case basis. Anyone who receives credit for a vocational degree must meet similar graduate level work requirements as those who earn other graduate degrees.
- **Transfer Credits:** Unless the submitted transcripts reflect the credits as "earned," all transfer credits must be accompanied by the original transcript showing where the graduate credits were earned.

Statute of limitation on submissions

Employees have the opportunity to submit an educational level promotion at any point during the school year. However, ELPs are not processed during the summer months (June-August) so as not to alter Summer Pay Credit (SPC). Applications submitted during the summer are processed immediately following the first full pay cycle of the following school year. The effective date of the educational level promotion will be back dated to the start of the semester in which the degree was conferred, or to the start of the school year in which the application was submitted, whichever is later.

Process

- Official transcripts bearing the seal and signature of the university Registrar **must** be submitted with the application. Incomplete applications will be returned to the employee. Open transcripts will not be accepted.
- Approved applicants can expect to see a change in their salary within 3-4 pay periods following submission of a complete application.
- Denied applicants will receive an email from Human Resources (to the employee's dc.gov email address) providing the reason for the denial.

Please feel free to contact HRAnswers at 202.442.4090 or dcps.hranswers@dc.gov with concerns regarding education level promotions.