



COLLIER COUNTY PUBLIC SCHOOLS  
DEPARTMENT OF HUMAN RESOURCES/CERTIFICATION

## Advanced Degree Pay Request for Instructional Employees

Employee First Name		M.I.	Last Name	
E-mail Address			Telephone #	
School/Department		Location #	Position/Title	
Employee ID #	Employee Hire Date			

**Mark the appropriate section below and include the required documentation as noted.**

DEGREE	COLLEGE/UNIVERSITY	MAJOR	AREA OF CERTIFICATION AS IT APPEARS ON FL TEACHING CERTIFICATE (must match Major)
<input type="checkbox"/> Master's			
<input type="checkbox"/> Specialist			
<input type="checkbox"/> Doctorate			

- Transcript submitted with application to District
- Transcript to be sent to Certification Department
- Letter from University

Official transcripts required - If the transcript was not submitted as part of the application process, you may attach the original transcript showing the degree conferred/awarded date to this form or you may have the transcript sent directly to the CCPS/Certification Department (see address below). Diplomas or copies of diplomas will not be accepted.

**Send pay request form and accompanying documentation to:  
Collier County Public Schools/Certification Department  
5775 Osceola Trail, Naples, FL 34109**

All documentation will be reviewed by the Certification Department. Once the Certification Department has completed your request, the information will be added to your personnel file and an e-mail will be sent to you.

Direct questions regarding Advanced Degree Pay approval to [239-377-0363](tel:239-377-0363) or [239-377-0346](tel:239-377-0346)

\_\_\_\_\_  
*Signature of Employee*

\_\_\_\_\_  
*Date*

\*\*\*\*\*FOR OFFICE USE ONLY\*\*\*\*\*

Seniority Date: \_\_\_\_\_ CU: \_\_\_\_\_ Degree Major: \_\_\_\_\_

Letter from University Dated: \_\_\_\_\_ Area on certificate: \_\_\_\_\_

Area added to certificate: YES or NO Date area added to certificate: \_\_\_\_\_

Notes: \_\_\_\_\_

Approved - Effective Date: \_\_\_\_\_  Not Approved

Approved - Date of hire or retroactive to degree date Notes: \_\_\_\_\_

Employee Notified Date: \_\_\_\_\_ Certification: \_\_\_\_\_  H507  L301 11/18/14