



## MASTER'S PLUS-TF/TG PAYROLL COLUMNS

The following guidelines serve as criteria for approval/disapproval for classes to be eligible for movement on the TF/TG Pay Scale. All guidelines must be met before classes can be approved. Graduate courses and Inservice classes (offered through WCSD and the State Department of Education) do not need prior approval.

1. Must be from an accredited institution.
2. Must be related to current assignment or related to new (a pending) endorsement.
3. Will be approved only if the class is accepted for recertification by the State Department of Education.
4. Individuals must apply 30 days prior to taking the class. Written approval from the Inservice Administrator must be granted before the class begins.
5. Only under special circumstances will approval be granted for undergraduate classes also given for graduate credit.
6. Paperwork must be complete. (Include copies of class information i.e., UNR course description, along with dates and times of class).
7. Community Education classes are not approved. In rare instances, the Administrator will consider community classes if they provide special needs for teachers that cannot be met in any other way.
8. Class meetings must be outside of regular contract hours.
9. Hours of instruction must be a minimum of 15 hours, excluding lunch and breaks.
10. Travel is not approved for TF/TG credit. Travel requests must be submitted to the State Department of Education.
11. The maximum number of credits approved in one semester is 6. The maximum number of credits approved in one year is 12.
12. Online classes are not approved.