

**Westbrook School Department
117 Stroudwater Street
Westbrook, Maine 04092**

Application for Advancement on Salary Scale to: (check one) Bachelor's Plus 30
 Master's Plus 30

Name _____ Date _____

Original Program Approval Date _____

Please refer to Articles 19 & 20 of the Collective Bargaining Agreement for teachers. A transcript of all work listed below must be on file in the Superintendent's Office.

Article 19A: The program must be mutually agreed upon in advance. In addition to work in the teacher's academic field, the following areas should be included in the required number of course hours unless previously taken: Guidance or Child Development, Curriculum, and Theory of Learning

Course(s) in	Name of Course	Institution	Dates	Grade
Guidance				
Curriculum				
Child Development				
Theory of Learning				

Article 19E: At least eighteen (18) of the thirty (30) hours shall be directly related to the teacher's assignment

Name of Course	Institution	Dates	*Types of Course	Grade

Article 19F: The other twelve (12) hours may be:

1. Approvable courses in the field of education, or
2. Courses designed to fill in gaps in the teacher's academic background, or
3. Courses to prepare a teacher to move into another area in the Westbrook system, or
4. A combination of 1, 2 and 3.

Name of Course	Institution	Grade

Article 19J: Methods courses, so-called, should be limited to nine (9) credit hours

Please place a ✓ beside any methods courses

Date of completion of earliest course: _____

Date of completion of last course: _____

I certify that all the above work was on the graduate level, that I maintained an average mark of B in the 30 hours, and that none of these courses have been taken by me previously except if noted and approved below:

Exceptions: Repeat Courses
TV and Correspondence
Undergraduate
Courses required by School Department

Teacher's Signature _____

Position _____

Date _____

For Office Use

Approved for salary scale change

Superintendent of Schools

Date