

BROWARD COUNTY PUBLIC SCHOOLS

APPLICATION FOR INCENTIVE AWARD

Send completed form attached to an email to: certificationrequests@browardschools.com

Personnel Number: _____ **Name (Last, First):** _____

SBBC Email Address: _____

Check which incentive (only one) is being requested and initial next to each line confirming you have met all criteria listed.

<p style="text-align: center;"><input type="checkbox"/> BASIC INCENTIVE</p> <ul style="list-style-type: none"> — I am a member of the teacher bargaining unit. — I have a valid professional certificate. — I have three years consecutive full-time instructional employment with BCPS. — I have completed 15 semester hours of college credit (transcripts must be attached) or have completed 300 in-service points beyond my last conferred degree (or have completed a combination of the two). — All college coursework and/or in-service points I am using have been earned within the prior 10-year period. — All college coursework and/or in-service I am using reflects a date for credit/points earned prior to September 1st of the current year. 	<p style="text-align: center;"><input type="checkbox"/> ADVANCED INCENTIVE</p> <ul style="list-style-type: none"> — I am a member of the teacher bargaining unit. — I have a valid professional certificate. — I hold a conferred master’s degree documented in district records. — I have three years consecutive full-time instructional employment with BCPS. — I have 10 years or more of instructional experience in Florida public schools. — I have completed either 15 semester hours of college credit (transcripts must be attached) or have completed 300 in-service points (or a combination of the two) <i>beyond the start date of the basic incentive</i> OR have completed either 30 semester hours of college credit (transcripts must be attached) or have completed 600 in-service points (or a combination of the two) <i>beyond the conferral date of my master’s degree</i>. — All college coursework and/or in-service points I am using have been earned within the prior 10-year period. — All college coursework and/or in-service I am using reflects a date for credit/points earned prior to September 1st of the current year.
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- Applications for Incentive Awards must be received by the Talent Acquisition & Operations (Instructional) Department by no later than September 15th.
- Individuals holding a specialist or doctorate degree are not eligible for an incentive. If you are requesting payment for an advanced degree, please submit the form found at <http://www.broward.k12.fl.us/certification/DegreeStipends.html>
- When reviewing your in-service record through My Learning Plan, you must select “View Full Transcript” from the options. If you do not select “View Full Transcript” the default in-service report view will display with a total that is incorrect for calculation of incentive eligibility.
- You will receive email notification upon review of your application; if approved, please allow six weeks for processing; direct payroll questions to the contact at your location. Retain a copy of this completed form for your records.

DEPARTMENT USE ONLY

Evaluation Date for Basic: _____ BA/MA Date: _____ Yrs of Exp: _____ 3 Yr Consec Exp: _____	Approval TAO: _____ Date: _____ Effective Start Date: _____ HRIS: _____ Date: _____	Process Basic: _____ Advanced: _____ Remove Basic: _____ IT08 _____ IT14 _____	Denial Reason: _____ TAO: _____ Date: _____
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