The purpose of this manual is to explain the procedures for elementary school teachers to meet Archdiocese of Chicago requirements for Lane, Column and Step as well as Illinois State Board of Education certification requirements.

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Archdiocese of Chicago
Office of Catholic Schools
2012
Office of Catholic Schools
Information Points

The following topics include information about Professional Development Providers, State Certification, and CPDU as well as how teachers may move to a higher salary column on the Archdiocese of Chicago Salary Scale.

PART A – PROFESSIONAL DEVELOPMENT PROVIDERS
ISBE, OCS, Approved Providers, CPDU Provider Value Charts

ILLINOIS STATE BOARD OF EDUCATION (ISBE)

ISBE website: http://www.isbe.net/certification/default.htm indicates the following requirements for providers:

Approved providers of workshops, conferences and seminars must complete the top portion of the official forms and distribute them at the conclusion of the activity they are offering: the evaluation ISBE 77-21A (9/08) and evidence of completion ISBE 77-21B (9/09). Providers collect and maintain completed evaluation forms for three years. The participants keep the evidence form. Attendance records must be kept for five years. (Providers offering activities outside of Illinois or in Illinois on a national level or those that offer online activities are not required to be approved or to distribute the forms.) [Ref M]

Educators maintain the evidence of completion in a portfolio that must be available in the event they are selected for audit.

Schools or districts that offer professional development should note that the evidence form is issued for conferences, workshops or similar trainings and not for “school business” meetings.

The law allows one CPDU per contact hour.

OFFICE OF CATHOLIC SCHOOLS (OCS)

The Office of Catholic Schools is a registered provider and complies with the requirements stipulated by ISBE. Professional growth opportunities may be offered under the auspices of OCS which provides the necessary forms ISBE 77-21A and 77-21B for the approved presenter.

a) requests in advance that OCS serve as provider of a local area/school professional development activity and supply the appropriate state forms
b) requests Evidence of Completion form to document an OCS sponsored professional development activity.

OCS retains the individual teacher evaluation form and the registration/attendance list. The approved provider in the school or geographic area needs to do the same.

The provider must hold registration information and evaluation forms after the completion of the professional growth. Teachers keep the Evidence of Completion form as part of their documentation portfolio.

A principal who is an approved provider may make it possible for teachers to receive CPDU at workshops, conferences, and seminars at the local level (school, council, and vicariate).

APPROVED CPDU PROVIDERS

Principals may register with the Illinois State Board of Education to become an approved provider of professional development opportunities for faculty members to earn CPDU. See website above.
CPDU VALUE CHARTS

ISBE website:  http://www.isbe.net/certification/default.htm

Values of CPDU for Professional Development Activities are matched to those of the State. See above website for CPDU Values for Professional Development Activities regarding the # of units allowed for activities. ISBE limits the number of units for an activity permitted in a semester. OCS does not limit the frequency of an activity per semester or per school year.

However, when a teacher renews ISBE certification every 5 years, not all items written on the OCS summary chart may be allowed and submitted to the state. (Example: Catholic Theology and Religious Education CPDU)

PART B – OFFICE OF CATHOLIC SCHOOLS (OCS)

The Office of Catholic expects all teachers to maintain state certification that is VALID and ACTIVE.

PROFESSIONAL GROWTH REQUIREMENTS FOR TEACHERS TO MOVE TO A HIGHER SALARY COLUMN

Lane I Teachers may
- accrue graduate credits in a program leading toward a master’s degree, or
- accrue 250 CPDU earned since summer of 2005

Lane II Teachers may
- accrue graduate credits in a program leading toward a master’s degree, however they may not apply earned CPDU to move to a higher salary column.

ROLE OF THE PEER EDUCATOR

The principal may designate a peer educator to review the teacher’s written Statement of Assurance. The peer educator reviews the teacher’s documentation and completes a summary section, giving an opinion as to whether or not the teacher’s documentation completes the Archdiocesan Requirements of 250 CPDU earned since summer 2005. The principal’s analysis determines if the teacher meets the requirements to move to a higher column. [Ref D, E, F]

DOCUMENTATION – CPDU

Principals submit approved documentation to the Office of Catholic Schools verifying the teacher’s eligibility to move to a higher salary column. The documentation is submitted on the following forms:
- Application - Teacher Request to move to higher Salary Column – [Ref D]
- List of CPDU / CEU Activities – [Ref E]
- Statement of Assurance – CPDU / CEU, Verified by School Administrator – [Ref F]
DOCUMENTATION – CPDU continued

- OCS and the local school shall have official copies of undergraduate and graduate transcripts.
- Teachers are responsible for recording and documenting their own professional growth. CPDU salary column change option refers only to Archdiocesan Elementary School teachers who are state certified. (Type 39/90-Day substitute certification is not acceptable.)
- The OCS process for recording courses and CPDU is similar to ISBE procedures/regulations. When the teacher’s state certificate is due for renewal, many (but not all) of the items recorded could be recorded on ISBE 73-93 (9/06).
- The 250 CPDU, required by OCS, is comparable to 15 semester graduate hours in a program leading to an advanced degree.

RELIGIOUS EDUCATION AND THEOLOGY REQUIREMENTS/ CPDU

The Illinois State Board of Education (ISBE) does not accept Religious Education and Theology CPDU toward renewal of state certification.

However, OCS allows Lane I Teachers to include the Religious Education and Theology CPDU earned since the summer of 2005 with the 250 CPDU required to move in Lane I from Column A to Column B-1 or from C-1 to C-2. The required courses are

Scripture and Tradition – Revelation
Profession of Faith – Creed
Liturgy, Sacraments, Prayer
Catholic Morality – Life of Christ.

Each of the above courses (10 clock hours) earns 10 CPDU for each of the required courses.

In addition, CPDU may be earned through participation in catechetical conferences, religious education workshops, faculty retreats, etc. Clock hours determine the number of CPDU earned.

Please note…

Individual questions regarding state certification should be directed to the Illinois State Board of Education.

Individual questions regarding placement on Archdiocese of Chicago Teacher Salary Scale will only be addressed through an e-mail sent to schoolpersonnel@archchicago.org Use subject line in the e-mail to indicate the school’s name and the teacher’s name.
APPLICATION

Teacher Request to move to a higher Salary Column
Teacher Statement of Assurance
Submit a copy of this form to the principal. Teacher must retain a copy of this form.

Lawson Employee ID Number _______________________________________

Name
Last First Middle Initial (Maiden)

Home Address ______________________________________________________
Street City State Zip Code

Home Phone ___________________________ Cell Phone ______________________#

Email address _______________________________________________________

Name of School __________________________________________ City _____________

IL Certificate Number ________________________ Expiration Date _____________

Type(s) of Certification ______________________________________________

Certification Endorsements _____________________________________________

Date form submitted to Principal ___________ Date form submitted to OCS__________

1. Advanced education – graduate semester hours beyond Bachelor Degree (since summer 2005)

Courses: Name of College/University: State: Date Completed:
_________________________________________ _____________________________
_________________________________________ _____________________________
_________________________________________ _____________________________

Attach official transcripts, with this application, to the principal and to OCS.

2. Attach Continuing Professional Development Units (CPDU) or Continuing Education Units (CEU) earned since summer 2005. [Ref E]

All forms are to be mailed to the Office of Catholic Schools.
Do not Fax this form.

MAILING ADDRESS
School Personnel
835 North Rush Street
Chicago, IL 60611-2030
LIST of CPDU/CEU ACTIVITIES

Do not submit ISBE Evidence of Completion forms for workshops, conferences (form 77-21 B) to OCS. The format of this form is similar to the form required by ISBE 73-98 (1/10) at renewal of certification.

The Religious Education/Theology Professional Growth activities section is information only for OCS, not for ISBE.

Submit a copy of this form to the principal. Teacher must retain a copy of this form

Name of Teacher

<table>
<thead>
<tr>
<th>Last</th>
<th>First</th>
<th>Middle Initial</th>
<th>(Maiden)</th>
</tr>
</thead>
<tbody>
<tr>
<td>School____________________________</td>
<td>City_________________________</td>
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<table>
<thead>
<tr>
<th>ACTIVITY NUMBER</th>
<th>CPDU/CEU ACTIVITY</th>
<th>PROVIDER</th>
<th>PURPOSE*</th>
<th># of CPDU</th>
<th>DATE COMPLETED</th>
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<td>A B C D E</td>
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*Purpose (a) = see “Continuing Education Units – CEU/CPDU” at the ISBE website.

RELIGIOUS EDUCATION/THEOLOGY PROFESSIONAL GROWTH

The Illinois State Board of Education (ISBE) does not accept Religious Education and Theology CPDU toward renewal of state certification.

<table>
<thead>
<tr>
<th>CPDU/CEU Activity</th>
<th>Provider</th>
<th># of CPDU/CEU Clock Hours</th>
<th>Date Completed</th>
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</thead>
</table>

CPDU Required ______250______ Total CPDU earned to date since summer 2005 ________

Signature of Teacher___________________________________ Date________________________

Forms D, E, F are to be mailed to the Office of Catholic Schools. **Do not Fax the forms.**

MAILING ADDRESS
School Personnel
835 North Rush Street
Chicago, IL 60611-2030

Archdiocese of Chicago List of CPDU/CEU Activities
Office of Catholic Schools 2 of 3
2012

Reference E
Teacher

Last                               First       Middle Initial (Maiden)

I do hereby affirm that the information provided is true, correct and complete. The evidence of completion for the coursework and professional development activities will be available upon request.

Date                                              Signature of Teacher

Optional Step in Review Process

Review by Peer Educator

_____ The teacher’s documentation indicates completion of at least 250 CPDU since 2005.

_____ Documentation does not fulfill criteria at this time.

Date                                              Signature of Peer Educator

Outcome of analysis by school principal:

_____ Teacher had completed the Archdiocesan requirements to move to Column □ to Column □

_____ Teacher has not _____________________________________________________

School______________________________________  City____________________________________________________

Principal____________________________________  Date____________________________________________________

When the principal approves a teacher’s documentation to move in Lane I from Column A to Column B-1 or B-2 or from C-1 to C-2, this page and the application including official transcripts and the List of CPDU/CEU Activities are to be attached and mailed to School Personnel at the Office of Catholic Schools. **Do not Fax this form to OCS.**

This form is submitted when either 250 CPDU or graduate credits in a program leading to an advanced degree have been earned. Submit a copy of this form to the principal. Teacher must retain a copy of this form.

Statement of Assurance
Office of Catholic Schools
2012

Reference F
Verification of Employment
School Personnel Services of the Office of Catholic Schools (OCS) determines the teacher’s Lane, Column and Step on the Archdiocese of Chicago Salary Scale. It is the responsibility of the teacher to submit to the school principal and to the Office of Catholic Schools official transcripts and other documentation verifying degree(s), graduate credits in a program leading toward an advanced degree and state certification.

Lane I Teachers
Lane I teachers are expected to maintain state certification that is ACTIVE AND VALID. In addition, they are encouraged to work toward an advanced degree.

2005-2006
It was announced that as of 2010-2011 teachers in Column A, Step 10 and higher or in Column B, Step 20 and higher would have their salary step capped/frozen if they had not met the professional growth requirements to move to Column B or C-1. The timeline was extended a full school year and was implemented for school year 2011-2012.

The following changes are implemented as follows:

2012-2013
Column A
Certified teachers move to Column B-1 after having earned at least 15 graduate credits in a program leading toward a master’s degree or at least 250 CPDU earned since the summer of 2005.

Teachers in Column A, Step 10 and beyond, whose salary step was frozen for the 2011-2012 school year, will remain frozen until the requirements to move to a higher salary column are met.

A teacher who is moving from Column A to B-1 at Step 30 or higher for the 2012-2013 school year will be compensated according to the worksheet provided for the principal in the school Administrators’ group on the OCS Resource Portal.

When a teacher, whose step has been frozen, fulfills the educational requirement, the column and step will be adjusted to reflect compliance with the requirement, including additional years of service. Statement of Assurance is completed by the teacher, approved by the principal who forwards Reference D, E, and F and attachments to School Personnel at OCS.

Column B-1
Teacher salary steps for those who moved to Column B-1 since summer 2005 and are at Step 20 or higher will be adjusted. Principals will be informed by OCS School Personnel, in writing, regarding those teachers affected by this adjustment.
Lane I Certified Teachers – continued

Teachers in Column B-1, Step 20 and beyond are expected to continue to provide evidence of annual professional growth Archdiocese of Chicago Elementary School Policy 244.2 (Book II) Professional Growth) in order to continue to move to the next salary step. Principals are responsible for monitoring and retaining the teachers’ annual professional growth record. A minimum of 40 CPDU is required each school year.

Column B-2 (New for 2012-2013)
Teachers who have earned 24 graduate credits and who are currently in a program leading toward a master’s degree may move to Column B-2 beginning with the 2012-2013 school year. The teacher completes Reference D, Statement of Assurance Section 1, Advanced Education and Reference F, Statement of Assurance. Following approval by the principal, both forms are forwarded with the documentation to School Personnel at OCS.

Column C-1 and C-2
When a teacher completes the master’s degree, an official transcript is submitted to the principal who forwards it to OCS. If a teacher is moving from C-1 to C-2, the principal submits appropriate documentation to OCS.

School Personnel notifies the principal in writing that the teachers’ Lane, Column and Step have been updated.

Religious Education and Theology Requirements
Archdiocese of Chicago Elementary School Policy 220.1 (Book II) requires all teachers to meet Religious Education and Theology requirements.

See OCS Lane I Teacher Notification Report

Lane I Codes for Salary Scale
The Archdiocese of Chicago determines the annual salary scale for elementary school teachers.

- **Column A** Bachelor’s Degree
- **Column B-1** 15 or more graduate credits in a program leading toward master’s degree or 250 CPDU
- **Column B-2** 24 or more graduate credits in a program leading toward master’s degree
- **Column C-1** Master’s Degree
- **Column C-2** 15 or more graduate credits in a program leading toward a 2nd master’s degree or 250 CPDU (in addition to CPDU earned since moving to Column B)
- **Column D** 2nd master’s degree or half a PHD
- **Column E** PHD

If teacher is a Current Certified Catechist (Archdiocese of Chicago) Add $500

Reference H
Lane I Certified Teachers – continued

CONTRACT SIGNING
Contract signing reflects Lane / Column / Step for the new contract year as of the signing date.

Lay Teacher

- **Section 6 of the lay teacher’s contract states:**
  The School agrees to pay the Teacher at the annual rate of $_________ (Lane ____, Step ____, Column ____ ) in accordance with the Salary Schedule of the Archdiocese of Chicago for a Lay Teacher a copy of which is attached hereto as Exhibit A and incorporated by reference. Payments will be subject to deductions for income tax, social security, insurance and other legally permissible purposes.

Religious Teacher

- **Section 6 of the religious teacher’s contract states:**
  The School agrees to pay the Teacher at the annual rate of $_________ (Step ____, Column ____ ) in accordance with the Remuneration Schedule of the Archdiocese of Chicago for a teacher who is a member of a Religious Congregation, a copy of which is attached hereto as Exhibit A and incorporated by reference.

ANTICIPATING COMPLIANCE
Teachers anticipating compliance with the requirements for a column change shall inform the principal in January to allow budget inclusion for the next fiscal year. [Ref N]

When requirements are met before the contract begins (August 15), documentation is sent to School Personnel at OCS.

- An updated Verification of Employment form, provided by OCS, is sent to the principal.
- The contract is then altered, dated and initialed by the principal and the teacher to reflect any change in Lane, Column and Step as well as the salary adjustment amount.

When requirements are met between August 15 and February 1, documentation is sent to School Personnel at OCS.

- An updated Verification of Employment form, provided by OCS, is sent to the principal.
- The contract is then altered, dated and initialed by the principal and the teacher to reflect the change in Lane, Column and Step as well as the salary adjustment amount, prorated, for the second semester.

Teachers who do not maintain state certification may be subject to non-renewal of contract.

Please note…

Individual questions will only be addressed through an e-mail sent to schoolpersonnel@archchicago.org
Use subject line in e-mail to indicate the school’s name and the teacher’s name.
Lane I Teacher Notification Report/Frozen/Capped Salary Step
Determined by the Office of Catholic Schools
Effective 2012-2013 Contact Year

Name of Teacher

Last                                                             First                       Middle Initial              (Maiden)

Lawson Employee ID Number _______________________

Current School __________________________________City ________________________________

This form is personalized to inform the above named teacher that the salary step will be frozen/capped for the 2012-2013 contract year at the same, Lane, Column, Step as 2011-2012

Lane ________________________ Column ______________________   Step __________

The principal and teacher verify receipt of this Notification Report.

Principal’s signature                     Date

Teacher’s signature                     Date

Retain a copy in the local personnel file; teacher receives a signed copy.
Return a signed copy to OCS.

Return signed/dated Notification Report to:

School Personnel
Archdiocese of Chicago
835 North Rush Street
Chicago, IL 60611-2030

Do not FAX this form to OCS.

Date received by School Personnel at OCS
Verifycation of Employment
School Personnel Services of the Office of Catholic Schools (OCS) determines the teacher’s Lane, Step and Column.

Lane II Teachers
The Archdiocese of Chicago policies have required teachers to be state certified since 1985. Prior to that date, most teachers already met this requirement.

- While in Lane II, teachers are expected to be enrolled in an approved program leading to state certification. Only graduate credits in a program leading toward an advanced degree may move the teachers to a higher salary column. They do not have the option of using earned CPDU to move to a higher salary column. Only state certification allows a teacher to move to Lane I.
- It is the responsibility of the teacher to submit to the local school principal and to the Office of Catholic Schools official transcripts and other documentation verifying degree(s), graduate credits in a program leading toward an advanced degree, certifications.
- Teachers are expected to annually submit a progress report and documentation to the principal before a contract decision is finalized for the next school year.
- Teachers who do not meet the requirements, through an approved plan and timeline to achieve state certification, may be subject to non-renewal of contract.
- Non-certified teacher’s salary amount for the 2012-2013 is calculated by adding 1.8% to the base salary amount of 2011-2012. If certified as a catechist, subtract $500 from the 2011-2012 contract amount before calculating 1.8%. Once the new base salary is calculated, add $500 to the new base amount. If clarification on a particular case is needed, please contact OCS via email at schoolpersonnel@archchicago.org. Please include the school’s name and the teacher’s name on the subject line.

Religious Education and Theology Requirements
Office of Catholic Schools Policy 220.1 (Book II) requires all teachers to meet Religious Education and Theology requirements. However, Lane II teachers may not apply any earned CPDU to move to a higher salary column.

Calculating Lane II Teacher Salary

The annual salary for Lane II teachers for 2012-2013, is determined by the Archdiocese of Chicago 1.8% of the base for 2011-2012.

- **Column A** Bachelor’s Degree
- **Column B-1** 15 or more graduate credits in a program leading toward master’s degree
- **Column C-1** Master’s Degree
- **Column C-2** 15 or more graduate credits in a program leading toward 2nd master’s degree
- **Column D** 2nd master’s degree or half a PHD
- **Column E** PHD

If a teacher is a Current Certified Catechist (Archdiocese of Chicago), add $500 after base salary is determined.

OCS Lane II Teacher Notification Report [Ref I]
Lane II Degreed / Non-Certified Teachers - continued

CONTRACT SIGNING
Contract signing reflects Lane/Column /Step for the contract year as of the signing date.

Lay Teacher
- Section 6 of the lay teacher’s contract states:
The School agrees to pay the Teacher at the annual rate of $________ (Lane___, Step ___, Column ___) in accordance with the Salary Schedule of the Archdiocese of Chicago for a Lay Teacher a copy of which is attached hereto as Exhibit A and incorporated by reference. Payments will be subject to deductions for income tax, social security, insurance and other legally permissible purposes.

Religious Teacher
- Section 6 of the religious teacher’s contract states:
The School agrees to pay the Teacher at the annual rate of $________ (Step ___, Column ___) in accordance with the Remuneration Schedule of the Archdiocese of Chicago for a teacher who is a member of a Religious Congregation, a copy of which is attached hereto as Exhibit A and incorporated by reference.

ANTICIPATING COMPLIANCE
Teachers anticipating compliance with the requirements for a column change shall inform the principal in January to allow budget inclusion for the next fiscal year. [Ref N]

When requirements are met before the new contract begins (August 15), documentation is sent to School Personnel at OCS.
- An updated Verification of Employment form, provided by OCS, will be sent to the principal.
- The contract is then altered, dated and initialed by the principal and the teacher to reflect any change in Lane, Column and Step as well as the salary adjustment amount.

When requirements are met between August 15 and February 1, documentation is sent to School Personnel at OCS.
- An updated Verification of Employment form, provided by OCS, will be sent to the principal.
- The contract is then altered, dated and initialed by the principal and the teacher to reflect any change in Lane, Column and Step as well as the salary adjustment amount, prorated for the second semester.

Please note…
Individual questions will only be addressed through an e-mail sent to schoolpersonnel@archchicago.org
Use subject line in e-mail to the school’s name and the teacher’s name.
Movie

<html><head></head><body>

OCS STATIONERY

DATE

LANE II TEACHER
Notification Report/Frozen/Capped Salary Step
Determined by the Office of Catholic Schools
Effective 2012-2013 Contact Year

Name of Teacher

Last       First     Middle Initial (Maiden)

Lawson ID Employee Number _________________________

Current School __________________ City __________________

This form is personalized to inform the above named teacher that the salary step will be frozen/capped
for the 2012-2013 contract year at the same Lane, Column, Step as 2011-2012,

Lane ________________________ Column ______________________ Step __________

The principal and teacher verify receipt of this Notification Report.

Principal’s signature _______________________________ Date ________________

Teacher’s signature _______________________________ Date ________________

Retain a copy in the local personnel file; teacher receives a signed copy.
Return a signed copy to OCS.

Return signed/dated Notification Report to:

School Personnel
Archdiocese of Chicago
835 North Rush Street
Chicago, IL 60611-2030

Do not FAX this form to OCS.

Date received by School Personnel at OCS

Archdiocese of Chicago
Lane II Degreed/Non-certified Teacher
Office of Catholic Schools
Notification Report
2012

Reference L
</body></html>
Illinois State Board of Education Resource Website

http://www.isbe.net/certification/default.htm

ISBE Teacher Forms for Renewal of Certification are accessed at this site.

EDUCATOR CERTIFICATION

This website is a resource for teachers renewing certification. It also informs school administrators how they may become an Approved Provider to offer Professional Growth opportunities according to ISBE requirements.

Use the above website to *Quick Links* listed on the *right side* of this site:

- **A to Z** Certification Index *and*
- other topics, listed alphabetically, that are pertinent to renewal of certification

**Certificate Renewal – Standard/Master Certification** – *(find under C)*

- One of the options for renewal of teacher certification is through participation in professional growth opportunities (CPDU/CEU Activities) approved by ISBE.

- The following describes the requirements.

  **Continuing Professional Development Units (CPDU)** – *(find under C)*
  
  - Click [CPDU Value Chart](#)
  
  - Click [Abridged CPDU Value Chart](#)

**Professional Development Providers** – *(find under P)*

- The first step to becoming an approved provider is to enter the system and create a login and password.

- The provider is approved and agrees to a set of assurances that activities offered are designed to help improve the certificate holder’s skills and knowledge and are aligned with the Illinois Professional Teaching Standards and renewal of Standard/Master teaching certificates.

**Forms for Participants distributed by an Approved Provider**

- **Evaluation of Workshop/Conference/Seminar, etc.** *(to be completed by participants and returned to provider): ISBE 77-21A (9/08)*

- **Evidence of Completion for Workshop, Conference, Seminar, etc.** *(to be kept by participants as documentation of CPDU earned): ISBE 77-21B (9/09)*

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The ISBE Division of Educator Certification, Recertification and Preparation is linked to the ISBE Website providing information on the Illinois certification process for both new and experienced educators. Questions or concerns regarding the certification process in Illinois are to be directed to the **Regional Office of Education**.

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Reference M
MEMO

To: The Professional Staff

From: _____________________, Principal

Date: February ____, 20__

Re: School Budget Preparations for the Next School Year

If offered a contract for the next school year (20__ - 20__), I anticipate meeting the requirements to move to a higher salary Column.

Please check the appropriate boxes below:

☐ I anticipate meeting the requirements to move to another salary column for the next school year by submitting the necessary documents to the principal and the Office of Catholic Schools:

___ before August 15, 20__

___ before February 15, 20__

Salary requirements that are fulfilled before August 15 will include the raise for the change in column beginning with the first paycheck of the contract year. Salary requirements that are fulfilled before February 15 will include the raise for the change in column beginning with the first paycheck in the second semester.

☐ I do not anticipate moving to another salary column for the next school year.

Signature of Teacher ___________________________    Date _______________

Please return this completed form to me by January ____, 20__.

Date Received by the Principal _______________

Reference N