



Human Resources
Date Stamp

Advanced Degree Supplement Application

For those teachers hired on or after July 1, 2011, an advanced degree shall be deemed held in the individual's area of certification in accordance with section 1012.22(1)(c)3, Fla Stat. Florida Statutes (20128), if the official transcript issued by the accredited post-secondary educational institution or an authorized clarifying letter from the educational institution, submitted directly from the university on letterhead in a sealed envelope, clearly and specifically provides a major, concentration, or specialization in the individual's certification subject (e.g. Mathematics, English, Elementary Education). The Bureau of Education Certification Degree Major List of the Florida Department of Education shall be used by the district as a tool in determining whether the advanced degree major is acceptable for the supplement. Once documentation is provided and verified, the teacher will begin receiving the supplement pay from the date of verification forward. **Teachers hired on or after July 1, 2011, with continued employment**, may submit advanced supplement documentation as described above; however, payment will not begin until the verification process has been completed. No retroactive payments will be made. **Applications are valid for 60 days only from Human Resources date stamp above.**

*****APPLICATION SHOULD NOT BE SUBMITTED UNTIL TRANSCRIPTS HAVE BEEN RECEIVED AND CERTIFICATION AREA APPEARS ON FLORIDA DEPARTMENT OF EDUCATION (DOE) VALID CERTIFICATE OR APPLICATION WITH FLDOE TO ADD CERTIFICATION IS COMPLETED*****

Please complete the following information:

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Phone: _____ Email: _____

*****Subject Area Certification: _____ Employee ID #: _____

School Name: _____ Date of Hire: _____

Education

Advanced Degree

Check Highest Degree earned: Masters Specialist Doctorate

College: _____

Major, Specialization or Concentration of Degree: _____

Date Awarded: _____

Electronic official transcripts can be sent to Transcripts@Brevardschools.org.

Hard copies can be mailed to:

Brevard Public Schools, Attn: Human Resources Department, 2700 Judge Fran Jamieson Way, Viera, FL 32940.

HR Use Only

Committee Review: Accepted: YES NO Pending Approved Date: _____ Effective Date: _____

If No – reason: Reviewed by: _____ Pending Date: _____

- Major area or specialization does not align to certification area
- Major area or specialization is not an area that meets state certification requirements
- Other: _____

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If Pending - reason:

- Take and Pass FTCE Subject Area Exam
- Apply and add subject area to FL DOE certificate
- Obtain letter from college, which clearly and specifically provides a major, concentration, or specialization in the individual's certification subject.