



Application for Teacher Salary Step Placement

NOTE: Only teachers with previous Department of Education experience should complete this application.

Directions: Appointed teachers, **who have previous DOE experience**, must complete this application as soon as they begin their teaching assignment. Non-appointed (regular substitute) teachers who want to claim prior outside experience must complete this form as soon as they receive a New York City teaching certificate/license.

Deadlines: In order for salary credit to be granted retroactively to the date of appointment, appointed teachers, **who have previous DOE experience**, must file this application within 6 months of the date of appointment. Non-appointed teachers must file within 6 months of the date of their original certificate/license.

Section 1: Personal Information

Last Name: _____ First _____ MI _____ Current License _____

Maiden or Other Name Appearing on Transcripts _____

Social Security # _____ - _____ - _____ File Number _____

Mailing Address _____ School/Office _____

_____ Zip _____ Borough _____ District _____

Status ___ Regularly Appointed/Date of Appointment _____ ___ NTE Appointed

 ___ Regular Substitute (non-appointed teacher)/Date of Original NYC Certificate _____

Enter salary step on which currently being paid: _____ Enter Differentials Previously Granted: _____

Directions for completing Sections 2 and 3: Include only full-time, paid, approved, appropriate, satisfactory regular teaching service in a day school, Kindergarten through grade 12. Teachers of common branches, early childhood, homebound, and special education only may claim regular pre-kindergarten teaching service. **For experience outside the NYC Department of Education**, applicants may attach original letters of documentation and contact former employers to alert them the Division of Human Resources will request verification from them. **For prior experience performed for the NYC Department of Education**, omit evening and summer school. Satisfactory allowable day school, Adult Education teaching service and allowable Certificate of Competency service may be submitted.

Section 2 Prior Allowable Teaching Experience Performed Outside the New York City Department of Education

School Name & Complete Address	Name of Head of Institution	Subject & Grade Taught	Dates of Service	Days in School	Teaching Hours Per Day

Section 3 Prior Allowable Related Non-Teaching Experience Both appointed and non-appointed (regular substitute) personnel may complete this section to make a claim for allowable prior non-teaching experience performed outside the NYC Board of Education, including related satisfactory experience performed in the military service. For type of licenses that may qualify for this type of credit, please see the Salary Steps Guide. NOTE: Applicants may attach original letters of documentation and contact former employers to alert them the Division of Human Resources will request verification from them. Appointed personnel must file a claim even if they filed as substitutes.

Name of Prior Employer & Complete Mailing Address	Exact Title in Which Employed	Dates of Employment (Start & Stop Date Required)	Hours Worked Per Week

Section 4 Prior Allowable Experience Performed for the New York City Department of Education

School Name & Complete Address	Name of Head of Institution	Subject & Grade Taught	Dates of Service	Days in School	Teaching Hours Per Day

Section 5 Applicant's Declaration and Signature

I understand that if any information or documentation provided as part of this application is found by the Chancellor or his designee to be fraudulent, forged, or altered, it will result in a denial of my application and may subject me to disciplinary action if I am already employed by the New York City Department of Education. I also understand I will have a chance to respond to any allegation that a document or information I have supplied is fraudulent, forged, or altered prior to any adverse action being taken against me. Finally, I understand that if any information or documentation submitted as part of this application is found to be fraudulent, forged, or altered after my application has been processed and I have received additional money as a result, I will agree to return, upon demand by the Department of Education, that amount of money received which is directly attributable to the fraud, forgery, or alteration by deductions from my paycheck, or alternate means if I so elect or if I am no longer employed by the Department of Education.

_____ Date _____
 Applicant's Signature

Please do not write below. Division of Human Resources Use Only.

Record of Satisfactory Service for the New York City Department of Education

Year	Regular Substitute		Per Diem Substitute		Year	Regular Substitute		Per Diem Substitute	
	Fall	Spring	Fall	Spring		Fall	Spring	Fall	Spring

Prior NYC Substitute Service	Prior Outside Teaching Experience	Prior Related Non-Teaching Experience
___ Years ___ Terms 496___	___ Years ___ Terms 496___	___ Years ___ Terms 496___
Salary Award for a Substitute: Based on Experience earned in a 10 year period prior to date of original license/certificate		
A. Total Prior Outside Teaching Experience	B. Total Prior Related Non-Teaching Experience	C. Pay Steps
___ Terms 496___	___ Terms 496___	Pay _____ Steps

Salary Awarded for Appointee: Based on Experience earned prior to appointment								
Date of Commencement of Service Under Present Appointment	Credit for Service in NYC Public Schools	Credit for Service Outside NYC Public Schools		Salary Payable		Salary Step or Salary Year	Years of Service Creditable after September 1969	Equated or Anniversary Date Under Present Appointment
		Teaching	Non-Teaching	Under Salary Code	Plus Differential if checked below			

					Intermediate	Promotional			
				Schedule					
1	2	3	4	5	6	7	8	9	10

Name of Processor: _____ Date: _____