



## The School District of Philadelphia

### Guidelines for Credit Given for Prior Experience

#### **Teachers, Counselors, School Psychologists, Occupational Therapists, Physical Therapists and Speech Language Pathologists:**

- Full-time teaching experience as a lead teacher will be accepted for teachers.
- Full-time counseling experience as a school counselor will be accepted for teachers.
- Full-time teaching experience as a lead teacher will be accepted for counselors.
- Full-time psychology experience will be accepted for school psychologists.
- Full-time occupational therapy experience will be accepted for occupational therapists.
- Full-time speech language pathology experience will be accepted for speech language pathologists.
- Experience as a full-time counselor in a school or as a counselor in a public or private youth agency is acceptable for prior experience credit.
- Experience will only be counted if it is after the awarding of a bachelor's degree. Experience prior to a bachelor's degree will not be credited.
- Experience will be accepted at any education level including pre-school, elementary, secondary, community college, or college/university level; and through any accredited or licensed educational entity, including public school, private school, parochial school, day care center or program, charter school, or college/university.
- Positions out of the country are accepted in alignment with the prior experience policy.
- Part-time and shared time teaching, student teaching, Resident, Internships, fellowships, or serving as a teacher's assistant, teacher's aide, co-teacher, per diem substitute, or other similar positions will not be accepted for prior experience credit.
- A full-year of prior experience credit will be given if an individual worked for 75% of the school year in the same school district. The year can either be a 10-month or 12-month position. 75% of a 10-month position is equivalent to at least 135 days or 7.5 months. For example, if a school year is from September 1 to June 15 and an individual held a position from October 15 until the end of the school year, the individual would receive prior experience credit for a full-year because she/he worked for more than 75% of the work year.
- Long-term substitute and adjunct professor positions that were held and worked for seventy (70) days or more in a semester will be given a half-year of prior experience credit. Semesters counted are September 1<sup>st</sup> through January 31<sup>st</sup> and February 1<sup>st</sup> through June 30<sup>th</sup>. Half-years of long-term substitute teaching credit will be counted as full years of prior experience credit if there are an even number of half-years. If there is an odd number of half-years, credit will be rounded down to the closest half-year. For example, two half-years of long-term substitute teaching credit will be counted as a full year. Three half-years of long-term substitute teaching credit will be rounded down to the closest half-year and counted as a full year.
- Verification received within 60 days of appointment will be retroactive to the date of appointment. Experience received after 60 days will not be retroactive.

Placement on a higher salary scale than bachelors requires an official sealed transcript. Please note that the Office of Certification will only accept official sealed transcripts reflecting conferred or awarded degrees. Official electronic transcripts can be sent from the University to [salary@philasd.org](mailto:salary@philasd.org) or official sealed transcripts can be sent to the Office of Certification, Attention: Salary, 440 North Broad Street, Suite 222, Philadelphia, PA 19130 or hand delivered.

**We do not accept degrees or courses in law, religion, real estate, or medicine. Foreign degrees must be evaluated for U.S. equivalency before consideration.**

Once your past employers have returned the forms to the school district, please allow two weeks for processing. You will receive a salary update via email. If you do not hear from us within two weeks, please contact us via email at [salary@philasd.org](mailto:salary@philasd.org).

I have sent/will send #\_\_\_\_ prior experience forms to my past employer(s). I understand that my salary will not be adjusted to match the offer letter until the School District of Philadelphia receives the verifications from my previous employers.

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Print Full Name

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Signature

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Date