



The School District of Philadelphia Guidelines for Credit Given for Prior Experience

Nurses

- New Hires may receive approved prior experience credit for all years minus one (1) with a maximum placement of step ten (10) on the salary scale.
- Credit will be given for those who have satisfactory experience as a registered nurse.
- Nurses will receive prior experience credit based on the hours they worked weekly, bi-weekly, monthly or yearly:
 - A full year of prior experience credit will be given for 30 hours per week or more, 60 hours biweekly or more, 120 hours monthly or more, or 1,440 hours annually or more.
 - A half-year of prior experience credit will be given for 20-29 hours per week, 40-59 hours bi-weekly, 80-119 hours monthly or 960-1,439 hours annually.
- Half-years of prior experience credit will be combined to give credit as full years of prior experience credit if there are an even number of half-years. If there are an odd number of half-years, credit will be rounded down to the closest half-year. For example, two half-years of prior experience credit will be combined to make a full year. Five half-years of long-term prior experience credit will be rounded down to the closest full year and counted as two full years.
- Months of part-time and full-time work will be added together. Any remaining partial years that cannot be added together to equate one year of credit will not be counted.
- SDP does not participate in third party verifications (ex the work number, E-Verify, InVerify, etc) Candidate will need to obtain the verification and submit the official unaltered verification to salary@philasd.org
- Verification received within 60 days of appointment will be retroactive to the date of appointment. Experience received after 60 days will not be retroactive.

Vocational/CTE Teachers

- New Hires may receive approved prior experience credit for all years minus one (1) with a maximum placement of step ten (10) on the salary scale.
- Vocational teachers will receive prior experience credit for satisfactory industry experience in the subject area they are teaching based on the hours they worked per week:
 - Full-time prior experience credit will be given if the individual worked a minimum of 30 hours per week or more.
 - Part-time prior experience credit will be given if the individual worked 20-29 hours per week. Part-time prior experience credit will be counted as half-years. For example, 5 years of part-time experience will be counted as 2.5 years of full-time experience.
- Months of part-time and full-time work will be added together. Any remaining partial years that cannot be added together to equate one year of credit will not be counted.
- Vocational teachers who hold a bachelor's degree must submit an official sealed transcript to effect your salary.
- 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 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. (Medicine is accepted if the candidate is a school nurse or vocational teacher in the area of 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.

I have sent/will send # ____ prior experience form(s) to my past employers. 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.

Print Full Name

Signature

Date