

## **INSTRUCTONAL APPLICATION**

## **NEW EDUCATOR PROFESSIONAL IMPROVEMENT SUPPLEMENT**

Mail Completed Application To: Talent Acquisition & Operations (Instructional) Department, ATTN: NEW EDUCATOR SUPPLEMENT, 600 SE 3<sup>rd</sup> Avenue, 3<sup>rd</sup> Floor, Fort Lauderdale, FL 33301

Personnel #:		Employee Name:			
Location #:		Location Name:			
I am requesting payment for the school year for the New Educator Professional school year for the New Educator Professional Improvement Supplement. An application with appropriate documentation must be submitted each year you want to apply and are eligible. Attached is my documentation:  Transcript Verifying Six (6) College Credits					
☐ In-service Record Verifying 120 In-service Points					
ELIGIBILITY CRITERIA					
<ul> <li>A teacher is eligible to apply for the payment if they have less than three (3) years of credit for teaching/work-related experience. A teacher with more than two (2) years of experience is not eligible.</li> <li>Courses must be completed during the first three (3) years of full-time contractual teaching in Broward.</li> <li>Application and documentation may be submitted throughout the year, but no later than the last day</li> </ul>					
of the school year.					
The payment will be processed for the school year received; retroactive payments will not be processed. Example: to receive payment for the 2016-17 school year, application and documents must be received no later than the last day of the school year (June 8, 2017).					
Payment for applications received after the last day of the school year will be applied for the following school year, if eligible. Teachers that have two (2) years of experience must submit their application and documentation by the conclusion of their 2 <sup>nd</sup> year to receive payment. If received after the last day of the school year, payment will not be granted.					
Payments may take up to eight (8) weeks for processing. NOTE: if you are a new teacher with no experience, your application and documentation must be received by the last day of the school year. However, your payment for that year will be processed after you have successfully completed the school year.					
FOR TALENT ACQUISITION & OPERATIONS (INSTRUCTIONAL USE ONLY)					
Years of Credited Experience: 0 1 2 3 or more; not eligible					
Qualifications and Educational Requirements:  Transcript Verifying College Credits In-service Record Verification					
Approved By:				Date:	
FOR COMPENSATION & HR INFORMATION SYSTEMS USE ONLY:					
SAP Updated By:				Date:	