

**MASTER'S PLUS APPLICATION (TF/TG)**  
**Washoe County School District**

(Graduate courses and In-service courses DO NOT require approval)

Name: \_\_\_\_\_ Employee #: \_\_\_\_\_

Email: \_\_\_\_\_

Work Location: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Grade and/or Subjects You Teach: \_\_\_\_\_

Do You Have a Master's Degree or Currently Working Toward One?     Yes     No

Course # and Title: \_\_\_\_\_

Number of Credits: \_\_\_\_\_  Sem /  Qtr    Is Course Offered for Graduate Credit?     Yes     No

University or Institution: \_\_\_\_\_

Dates and Times of Class: \_\_\_\_\_

**Course Description** (*attach written evidence of the description of the course printed by the institution (flyer, brochure, syllabus)*)

**Course Justification** (*explain how this course directly relates to employment assignments, duties, or retraining*)

To the best of my knowledge, the information listed above is true and correct. Also, I understand that approval of this course by Professional Growth Systems in no way implies that this course will be accepted by the Nevada Department of Education for re-certification.

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Date**

**Return Application to:** Professional Growth Systems, In-service Division, 425 E. Ninth St, Room B-105, Reno NV 89512  
or email to [ethomas@washoeschools.net](mailto:ethomas@washoeschools.net)

**Application Available at:** [www.washoeschools.net/Domain/188](http://www.washoeschools.net/Domain/188)

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**FOR DISTRICT USE ONLY**

**Professional Growth Systems Recommendation:**     Approved     Not Approved

**If Not Recommended for Approval, Please Provide Rationale:**

\_\_\_\_\_  
**Signature of Professional Growth Systems Approver**

\_\_\_\_\_  
**Date**

**Date Copy Sent to Applicant:** \_\_\_\_\_    **If Approved, Date Copy Sent to Human Resources:** \_\_\_\_\_

## MASTER'S PLUS – TF/TG GUIDELINES

The following guidelines serve as criteria for approval/disapproval for undergraduate courses to be eligible for movement on the TF/TG columns of the WCSD salary schedule (Appendix A of the Washoe Education Association negotiated agreement <https://www.washoeschools.net/Page/2653>). All guidelines must be met before courses can be approved. **Graduate courses and In-service courses (offered through WCSD) do not need prior approval to be used for salary advancement.**

1. The course must be offered by an accredited institution.
2. Courses **NOT** approved for TF/TG include: community education and non-degree extension courses, correspondence courses, independent study courses, courses held outside of the country, or courses that involve travel as part of the activity.
3. The course must be related to current assignment or related to a new (pending) position/endorsement.
4. Individual must apply 30 days prior to taking the course. Written approval from Professional Growth Systems must be granted before the course begins.
5. Only under special circumstances will approval be granted for undergraduate courses also offered for graduate credit.
6. Paperwork must be complete. Include copies of course information (i.e., college course description / agenda / syllabus) along with dates and times of course.
7. Class meetings must be outside of regular contract hours.
8. Courses must be taken while employed by the Washoe County School District.

**Direct questions to:  
Professional Growth Systems  
In-service Division  
(775) 348-0329  
Email: [ethomas@washoeschools.net](mailto:ethomas@washoeschools.net)**