

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

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

Name: _____ Home Phone: _____
Home Address: _____ City, State, Zip: _____
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 – e.g., flyer, brochure, etc.)

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 the In-service Administrator in no way implies that this course will be accepted by the Nevada Department of Education for recertification.

Signature of Applicant

Date

Return Application to: Professional Growth Systems, In-service Division, 425 E. Ninth St, Reno NV 89512
Fax to 333-5070 or email to ethomas@washoeschools.net

Application Available at: www.washoeschools.net/Domain/188

FOR DISTRICT USE ONLY

In-service Administrator Recommendation: **Approved** **Not Approved**

If Not Recommended for Approval, Please Provide Rationale:

Signature of In-service Administrator

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 classes to be eligible for movement on the TF/TG Pay Scale. All guidelines must be met before classes can be approved. **Graduate courses and In-service classes (offered through WCSD and the State Department of Education) do not need prior approval.**

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, online 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) endorsement.
4. Individual must apply 30 days prior to taking the course. Written approval from the In-service Administrator must be granted before the course begins.
5. Only under special circumstances will approval be granted for undergraduate courses also given for graduate credit.
6. Paperwork must be complete. Include copies of course information (i.e., UNR course description) along with dates and times of course.
7. Class meetings must be outside of regular contract hours.
8. Hours of instruction must be a minimum of 15 hours, excluding lunch and breaks.
9. The maximum number of credits approved in one semester is six (6). The maximum number of credits approved in one year is twelve (12).

**Direct questions to:
Professional Growth Systems
In-service Division
(775) 348-0329
Fax: (775) 333-5070
Email: ethomas@washoeschools.net**