

# Eastern Panhandle Instructional Cooperative (EPIC) Education Verification



## Education Verification

In order for an employee to be paid for his/her education, official transcripts from an accredited and approved college or university must be submitted directly to the EPIC Human Resources Director. These may be sent to Shannon Johnson at [sdjohnson@wvesc.org](mailto:sdjohnson@wvesc.org) via e-Transcript, mailed directly to EPIC (Attention: Shannon Johnson) or submitted by the employee in an original sealed envelope issued by the college/university. These original copies will be kept in the employee's personnel file.



# Eastern Panhandle Instructional Cooperative (EPIC) Salary Increase Based upon Additional Education

All requests for salary increases based upon additional education will require **an official transcript** from the accredited and approved college/university in which the additional education was earned. Course work must be related to the position that the employee holds with EPIC.

The process for applying for a salary increase for additional education varies based upon the employee's current salary and position classification. Please note the procedures for application below and direct any questions to the EPIC Human Resources Director. 304-596-2663

## **Full-time professional staff members who hold a valid**

### **West Virginia Professional Teaching and/or Administrator's License**

**Must apply for the salary increase through the WVDE and have that increase shown on their WV teaching or administrator's certification in order to receive the salary increase.**

Per WVBE Policy 5202, the WVDE recognizes a Bachelor's degree, BA+15, Master's degree, MA+15, MA+30, MA+45 and Doctorate degree for salary classes. Salary increases require an official completed application (Form 12) endorsed by the EPIC Administrator, an official transcript from an accredited college/university showing approved related coursework and a receipt of payment made online to the WVDE for Form 12 submitted to the EPIC Human Resources Director. She will answer any questions you have, help you complete the necessary forms, obtain signatures and submit your paperwork. Pay increases based on education will be retro-active to the date that the WVDE authorizes the increase.

## **Full-time professional staff members who do NOT hold or need to hold a valid West Virginia Professional Teaching or Administrator's License**

Must apply for the salary increase through the EPIC Human Resources office, which recognizes Bachelor's degree, BA+15, Master's degree, MA+15, MA+30, MA+45 and Doctorate degree for professional salary classes. To qualify for the MA+15, MA+30 or MA+45 salary class, applicable coursework must be graduate level, related to the position held at EPIC and earned beyond the Master's degree. Salary increases for these employees require notification of the EPIC Human Resources Director using the attached request form and an official transcript from an accredited and approved college/university showing completed coursework. Approved pay increases based on education for these applicants will go into effect on the day all paperwork is received by HR.

## **Full-time Service Personnel**

Must apply for the salary increase through the EPIC Human Resources office, which recognizes salary increases for each of the following levels of college credit related to his/her position with EPIC: 12, 24, 36, 48, 60, 72, 84, 96, 108, or 120 hours; Associate's degree, Bachelor's degree, BA+15, Master's degree, MA+15, MA+30, MA+45, MA+60 and Doctorate degree. To qualify for the MA+15, MA+30, MA+45 or MA+60 salary class, applicable coursework must be graduate level, related to the position held at EPIC and earned beyond the Master's degree. Requests for salary increases for service personnel require notification of the EPIC Human Resources Director using the attached request form and an official transcript from an accredited and approved college/university showing completed coursework related to his/her position with EPIC. Approved pay increases based on education for these applicants will go into effect on the day all paperwork is received by the HR office.

*Eastern Panhandle  
Instructional Cooperative*

**EPIC**

Serving the educational needs  
of the entire community

## **Eastern Panhandle Instructional Cooperative (EPIC) Salary Increase Based upon Additional Education Request Form**

This form is used for full-time professional and service employees who **do not** hold a WV professional teaching or administrator's license but wish to submit for an increased salary class based on the EPIC guidelines.

Printed Name \_\_\_\_\_

Program and Position \_\_\_\_\_

Current Salary Class \_\_\_\_\_

Requested Increased Salary Class \_\_\_\_\_

Official Transcript included? \_\_\_\_\_

Signature \_\_\_\_\_

Date of Request \_\_\_\_\_

Received by HR \_\_\_\_\_ Transcript Received by HR \_\_\_\_\_ Approved by HR \_\_\_\_\_

Approved by EPIC Admin \_\_\_\_\_ Official Effective Date \_\_\_\_\_