

Please use your current placement to determine your submission requirements for this year:

<b>LEVEL</b>	<b>2015-2016</b>	<b>PD Requirements*</b>	<b>You will need to Submit:</b>
<b>Grandfathered</b>	<b>14 Employees</b>	<b>3 PD Points to receive Stipend</b>	<b>March. Annually</b>
<b>6C</b>	<b>4 Employees</b>	<b>3 PD Points to receive Stipend</b>	<b>March. Annually</b>
6B	2 Employees	Nothing. Will need 6 PD Points to move to 6C in 2017-18	March 2017
6A	7 Employees	Nothing. Will need 6 PD Points to move to Level 6C in 2018-19.	March 2018
<b>5C</b>	<b>9 Employees</b>	<b>12 PD Points to move to 6A 2017-18</b>	<b>March 2016</b>
5B	5 Employees	Nothing. Will need 18 PD Points to move to Level 6A in 2017-18.	March 2017
5A	5 Employees	Nothing. Will need 18 PD Points to move to Level 6A in 2018-19.	March 2018
<b>4C</b>	<b>7 Employees</b>	<b>12 PD Points AND Masters Degree to move to 5A in 2016-17.</b>	<b>March 2016</b>
4B	4 Employees	Nothing. Will need 18 PD Points AND a Masters degree to move to Level 5 in 2017-18.	March 2017
4A	13 Employees	Nothing. Will need 18 PD Points AND a Masters degree to move to Level 5 in 2018-19.	March 2018
<b>3C</b>	<b>4 Employees</b>	<b>12 PD Points to move to 4A.</b>	<b>March 2016</b>
3B	0 Employees	Nothing. Will need 18 PD Points to move to Level 4A in 2017-18.	March 2017
3A	14 Employees	Nothing. Will need 18 PD Points to move to Level 4A in 2018-19	March 2018
<b>2C</b>	<b>1 Employee</b>	<b>12 PD Points to move to 3A in 2016-17.</b>	<b>March 2016</b>
2B	3 Employees	Nothing. Will need 18 PD Points to move to Level 3A in 2017-18	March 2017
2A	13 Employees	Nothing. Will need 18 PD Points to move to Level 3A in 2018-19	March 2018
<b>1E</b>	<b>9 Employees</b>	<b>12 PD Points to move to 2A</b>	<b>March 2016</b>
1D	0 Employees	Nothing. Will need 18 PD Points to move to Level 2A in 2017-18	March 2017
1C	7 Employees	Nothing. Will need 18 PD Points to move to Level 2A in 2018-19.	March 2018
1B	14 Employees	Nothing. Will need 18 PD Points to move to Level 2A in 2019-20.	March 2019
1A	15 Employees	Nothing. Will need 18 PD Points to move to Level 2A in 2020-21.	March 2020

\*In addition to the PD requirements you must be a teacher in good standing.

**The Compensation Model specifies the timeline for the submission of PD points as March 1-April 1 annually** if you anticipate moving up a LEVEL. To allow you to prepare for the submission of your points I've outlined the steps you need to follow below and in the shared [Submission Directions](#) (google doc with screenshots):

1. Click on the link for the [Cover Sheet](#).
2. You will be prompted to make a copy. Once you've made the copy you will have your cover sheet.
3. Complete the [Cover Sheet](#) (directions are found on the bottom of the sheet). The sheet will automatically total the Points.
4. Print the [Cover Sheet](#).
5. Submit the [Cover Sheet](#) and your verification documents. You must submit your Certificate for local offerings and an approved Graduate Coursework Form ([located on the website](#)) and Grade Report for each of your graduate courses.
- \*6. You may then SCAN all documents (you may scan all sheets as a single pdf) to yourself using the SCAN feature on the copy machine. Keep a copy for your records.
7. Send the scanned file to Darlene Unertl ([dunertl@mosineeschools.org](mailto:dunertl@mosineeschools.org)) via email. The email containing the scanned file **must be received starting on March 1 and no later than April 1.**

\*OPTION--you may send or deliver paper copies to Darlene/HR. The email option allows for an additional documentation of the time of submission. **All documents must be RECEIVED starting on March 1 and no later than April 1.**

I've attached an [example](#) of a completed Cover Sheet and the documents needed for both local offerings and graduate coursework.