



# Salary and Service Basics

# Salary Service Topics

Out-of-State Service



Out-of-Country Service



Texas Service



Navigating the Commissioners Rules



Contact Numbers



# Public Schools in States and Territories



Certification is not required.



Prior to 1990-1991, service must have been full-time.



You need a valid service record from the employing school district.

# Private Elementary and Secondary Schools from Another State or Territory

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Accreditation by a recognized state or regional accrediting agency listed in the Commissioner's Rules §153.1021 (a) (15).

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Certification is not required if the school is accredited by an agency listed in the rule.

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If the state has no provisions for accrediting, licensing, or approving private elementary or secondary schools, and the school is not accredited by an agency listed in rule, then a valid teaching certificate from the state where the school is located or a valid Texas teaching certificate at the time of service is required.

# States with no Provisions for Accrediting, Licensing, or Approving Private Schools

Alabama	Alaska	Arizona	Arkansas	California
Colorado	Delaware	District of Columbia	Florida	Georgia
Idaho	Massachusetts	Minnesota	Missouri	New Jersey
New York	South Carolina	Utah	Wisconsin	

# Helpful Private School Accreditation Information


- The U.S. Department of Education has a link that goes to a document that lists each state's information about their private school regulations.
- TEA cannot guarantee accuracy or current information, but it can give you a place to start.
- [State Regulations of Private Schools](https://www2.ed.gov/admins/comm/choice/regprivschl/regprivschl.pdf)
  - <https://www2.ed.gov/admins/comm/choice/regprivschl/regprivschl.pdf>

# Sample Private Service Record

Signature of Teacher												
School Year 1.	State or Country 2.	County or Equivalent 3.	School District or Institution 4.	Indicate if public or private School 5.	Position Held 6.	Years of Exper. 7.	% of day Emp. 8.	No. of days Emp. 9.	Indicate if a full semester, if it is less than 90 days 10.	Dates of Service From 11.	Dates of Service To 12.	Authorized Signature, Title & Organization Official Stamp 13.
2015	Tennessee	Hamilton	Grace Baptist Academy	Private	High School Teacher	0	100	180	No	8/2015	7/2016	
2016	Tennessee	Hamilton	Grace Baptist Academy	Private	High School Teacher	1	100	180	No	8/2016	7/2017	



# Sample Private School Accreditation

If Yes, please provide the name of the governmental unit	
2. Was this institution during the school year(s) indicated above accredited by a United States regional accrediting agency or by the state or national government in which this institution is located? <input checked="" type="radio"/> Yes <input type="radio"/> No	
If Yes, please provide the name of the accrediting agency or governmental unit AdvancED	
3. Is this a Public or Private School? <input type="radio"/> Public <input checked="" type="radio"/> Private	
We appreciate your cooperation in completing this form at your earliest convenience.	
Name of Institution Grace Baptist Academy	
Signature of Person completing form 	Title of Person Signing Financial Office Manager

# Out-of-State Universities, Public and Private

- Accreditation from a recognized state or regional accrediting agency §153.1021 (a) (15)
- Service record is required
- Verification of employment
  - Full-time – required prior to 1990-1991
  - Part-time - beginning in 1990-1991 employment must have been at least 3 ½ hours each day
  - Faculty status or equivalent

Employment by a college or university as a member of the professional administrative or instructional staff, not as a graduate assistant, an assistant instructor, or an instructor on a fellowship.

Teachers with a valid Texas Standard classroom teaching certificate completing a teacher fellows graduate program through an accredited Texas university and employed at a Texas public school as a classroom teacher beginning July 1, 2015, may be eligible for up to one year of service for salary increment purposes provided the minimum employment requirements specified in subsection (f) of this section are met.

# Sample University Service Record

Year	Country	Equivalent	or Institution	school	Position	Department	Exper.	Empl.)	empl.	Work Period	90 days	From:	Service T
1995-1996	CO	Boulder	University of Colorado Boulder	public	Graduate Part-Time Instructor	Fine Arts		25	151	1/1/96-5/31/96	full semester	1/1/1996	5/31/1996
1996-1997	CO	Boulder	CU-Boulder	public	Graduate Part-Time Instructor	Fine Arts	1	30	121	9/1/96-12/31/96	AY	9/1/1996	11/30/1996
					Graduate Part-Time Instructor			30	150	1/1/97-5/31/97			
					Honorarium	Continuing Ed-Instructors		n/a	30	3/1/97-3/31/97			
					Honorarium	Continuing Ed-Instructors			30	7/1/97-7/31/97 8/1/97-8/31/97 7/1/97-11/30/97			
								n/a	152				
1997-1998	CO	Boulder	CU-Boulder	public	Graduate Part-Time Instructor Internship	Fine Arts	2	30	272	9/1/97-5/31/98	AY	7/1/1997	5/31/1998
					Graduate Part-Time Instructor Internship (Additional Appt.)			15	121	9/1/97-12/31/97	full semester		
					Graduate Reader			n/a	121	9/1/97-12/31/97	full semester		
					Honorarium	Continuing Ed-Instructors		n/a	152	7/1/97-11/30/97	full semester		

# Sample College Verification

Information is requested.

What were the beginning and ending dates of employment? A service record must accompany this form for the district to determine creditable years of service.

Years of Service From	Years of Service To	Percent of Day Employed
01/01/96	05/31/96	25%
09/01/96	05/31/97	30%

1. Was this person employed either at the faculty status level or as an administrator on a part-time basis during each academic year (not as a graduate assistant, teaching fellow, etc.)?
 

☐ Yes
 ☒ No
2. Was the work assigned during each academic year consistent with the work performed by other similar employees?
 

☒ Yes
 ☐ No
3. Was the salary paid during each academic year equal to that of other similar employees?
 

☒ Yes
 ☐ No
4. Was employment at least three and one-half hours each day.
 

☒ Yes
 ☐ No

Name of Institution  
University of Colorado Boulder - HR



# Sample Clarification Letter

To Whom It May Concern:

This letter certifies that [REDACTED] was employed by the University of Colorado Boulder from January 1, 1996 through May 31, 2001. Her employment history is detailed on the attached adaptation of the Texas Education Agency Teacher Service Record form.

The preceding information was taken from the official Personnel Records of the University of Colorado Boulder.

Please note that the position "Honorary" was often used in earlier years by payroll personnel (for ease of processing) in place of a position title that would better describe the duties of the position, such as "Lecturer" or "Instructor," etc.; and the departmental offer letters attached indicate that was the case when Ms. [REDACTED] was assigned this position. When the position records began to be kept in electronic form in 2000, her status was clearly recorded as "Regular Faculty" as noted in the employment history attached, even though the position assigned was "Honorary."



# Out-of-Country Service

**Public Schools and Universities**  
**Private Schools and Universities**

# Out-of-Country Public Elementary and Secondary Schools

Accreditation by a recognized agency of the foreign country **or** from a recognized accrediting agency in the United States

- Certificate is not required
- Service record with official stamp or seal is required
- Verification of accreditation with official stamp or seal is required



# Out-of-Country Public Universities

- Accreditation by a recognized agency of the foreign country or from a recognized accrediting agency in the United States
- Service record is required
- Verification of employment
  - Full-time – required prior to 1990-1991
  - Part-time - beginning in 1990-1991 employment must have been at least 3 ½ hours each day
  - Faculty status or equivalent

# Out-of-Country Private Elementary and Secondary Schools

**Accreditation from a  
recognized accrediting  
agency listed in the  
Commissioner's Rules  
§153.1021 (a) (15)**

**Service record and  
verification of  
accreditation with  
official stamp or seal is  
required**

**Certificate is not  
required**

# Out-of-Country Private Universities

- Accreditation from a recognized accrediting agency listed in the Commissioner's Rules §153.1021 (a) (15)
- Service record is required
- Verification of employment
  - Full-time – required prior to 1990-1991
  - Part-time - beginning in 1990-1991 employment must have been at least 3 ½ hours each day
  - Faculty status or equivalent

# Out-of-Country Elementary and Secondary Schools – British System

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The British System uses different terms for designating public and private schools.

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Britain and India are the 2 largest countries that use the British system, although there are several states within India that do not use the British system.

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Public school – is the term for private schools under the British system.

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Government school – is the term for public schools under the British system.

# Sample Out-of-Country Service Record

1998 - 1999	Guyana	Essequibo	Essequibo Islands Secondary	Teacher	1 yr	100%	207	August 1	July 31
1999 - 2000	Guyana	Essequibo	Essequibo Islands Secondary	Teacher	2 yrs	100%	207	August 1	July 31
2000 - 2001	Guyana	Essequibo	Essequibo Islands Secondary	Teacher	3 yrs	100%	207	August 1	July 31
2001 - 2002	Guyana	Essequibo	Essequibo Islands Secondary	Teacher	4 yrs	100%	207	August 1	July 31
2002 - 2003	Guyana	Essequibo	Essequibo Islands Secondary	Teacher	5 yrs	100%	207	August 1	July 31
2003 -			Essequibo Islands						

# Sample Out-of-Country Public School Accreditation

1. Was this institution during the school year(s) indicated above operated by or under the jurisdiction of a governmental unit in the state in which this institution is located?	<input checked="" type="radio"/> Yes <input type="radio"/> No
If Yes, please provide the name of the governmental unit DEPARTMENT OF EDUCATION	
2. Was this institution during the school year(s) indicated above accredited by a United States regional accrediting agency or by the state or national government in which this institution is located?	<input checked="" type="radio"/> Yes <input type="radio"/> No
If Yes, please provide the name of the accrediting agency or governmental unit MINISTRY OF EDUCATION	
3. Is this a Public or Private School?	<input checked="" type="radio"/> Public <input type="radio"/> Private
ESSEQUIBO ISLANDS SECONDARY	
We appreciate your cooperation in completing this form at your earliest convenience.	
Name of Institution MINISTRY OF EDUCATION	

# Sample Out-of-Country Private School Service Record

1 School Year	2 State Or Country	3 County Or Equivalent	4 School District Or Institution (Indicate public or private)	5 Position Held	6 Years of Exper.	7 %of Day Emp.	8 No. Days Emp.	9 Dates of Service	
								From	To
2011- 2012	Turkey	Bornova Izmir	Özel Ege Lisesi (private)	English Teacher	0	100%	180	September 19 <sup>th</sup> , 2011	June 7 <sup>th</sup> 2012
2012- 2013	Turkey	Bornova Izmir	Özel Ege Lisesi (private)	English Teacher	1	100%	180	September 17 <sup>th</sup> , 2012	June 14 <sup>th</sup> 2013
2013- 2014	Turkey	Bornova Izmir	Özel Ege Lisesi (private)	English Teacher	2	100%	180	September 16 <sup>th</sup> , 2013	June 13 <sup>th</sup> , 2014

# Sample Out-of-Country Private Accreditation

Institution Information	
1. Was this institution during the school year(s) indicated above operated by or under the jurisdiction of a governmental unit in the state in which this institution is located?	<input checked="" type="radio"/> Yes <input type="radio"/> No
If Yes, please provide the name of the governmental unit Republic of Turkey, Ministry of National Education	
2. Was this institution during the school year(s) indicated above accredited by a United States regional accrediting agency or by the state or national government in which this institution is located?	<input checked="" type="radio"/> Yes <input type="radio"/> No
If Yes, please provide the name of the accrediting agency or governmental unit Republic of Turkey, Ministry of National Education	
3. Is this a Public or Private School?	<input type="radio"/> Public <input checked="" type="radio"/> Private
We appreciate your cooperation in completing this form at your earliest convenience.	



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Public Schools

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Charter Schools

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Private Schools

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Educational Aide

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Substitute Experience

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Career and Technology

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School Nurse

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Military Service

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General Service record information

- Certification is required.
- Proper state or national licensure as required by the position or the educational requirements for the job assigned.
- Service record is required.
  - Attach any supporting documentation to the service record.
  - For permits that are not reflected online, such as old permit renewals attach a copy to the service record.

# Districts of Innovation (DOI)

**An educator that does not hold a valid Texas certificate does not earn service for salary increment purposes.**



**This does not mean you cannot pay them according the minimum salary schedule, but it will be a local district decision.**

**Tip: It can be helpful to specify on a service record that the position was as a non-certified teacher**

# Probationary Certificate History 1985-1995



**Probationary Logs (CERT-201) – Copy should have been kept and maintained by the district.**



**No actual certificate was issued so it would not be visible on an educators' online or old paper certificate.**



**This log is available only at the district level.**



**The 1994-1995 school year was a crossover year and applications were entered manually into the system so you may see the certificate but no application.**



**Beginning with the 1995-1996 school year the application and certificate became visible.**

- Employment must have been in a professional capacity (§153.1021(a)(14))
  - Teacher certification is required only if it is a special education or bilingual assignment, or it is stated in the charter application.
  - Service record is required.

# Charter “Accreditation”

There are 2 search options to find charter schools on the TEA website.

- AskTed
- Select Reports & Data, School Performance, Accountability Rating System, then select the appropriate year and then Charter School Ratings

The Division of Charter School Administration has advised that if a charter is listed here, it was operating as a public school in Texas, even if “Not Rated.”

# Accountability Search Tips and Changes for Charter Schools

A charter school may change its name, but the district ID number never changes.

Up through 2018 you can search specifically by charter. The 2019 and 2020 ratings cannot be searched by charter specifically.

- 2019 you can search by campus name and campus ID

# Closed Charter Schools

If a charter school is taken over by another charter or ISD, those records would go to the new school.

If a charter school is truly closed, then the educator will need to contact Region 13. Depending on whether or not the school kept appropriate records, the educator may need to provide additional information before they can create or provide a valid service record.

You can access closed charter school information on [the TEA website under \*\*Texas Schools\*\*, then \*\*Charter Schools\*\*, and select \*\*Closures\*\*](#) at the bottom of the page.



Valid accreditation at the time of service is required.

Service beginning 1989 and still current today: Texas Private School Accreditation Commission (TEPSAC).

- Certification is not required.
- Service record is required.
- The link to TEPSAC is found at the bottom of the webpage when you click on AskTED.

Valid accreditation at the time of service is required.

- Prior to 1986-1987: TEA or Southern Association of Colleges and Schools (SACS)
- 1986-87 through 1988-89: TEA or recognized regional accrediting agency
- If you wish to verify a TEA accredited school prior to 1989 please contact me directly I have records and I can research beginning with the 1960's

# Sample Texas Private School Service Record


School Year 1.	State or Country 2.	County or Equivalent 3.	School District or Institution 4.	Indicate if public or private (for British system public or government) 5.	Position Held 6.	Years of Exper. 7.	% of day Emp. 8.	No. of days Emp. 9.	Indicate if a full semester, if it is less than 90 days 10.	Dates of Service From 11.	Dates of Service To 12.
2015	Texas	Travis	Austin Trinity School	Private	Substitute Teacher	0	100	1	N/A	11/2/15	12/31/15
2015	Texas	Travis	Austin Trinity School	Private	Seasonal Coach	0	25	16.5	N/A	11/2/15	12/31/15
2016	Texas	Travis	Austin Trinity School	Private	Substitute Teacher	0	100	32.5	N/A	1/1/16	12/31/16
2016	Texas	Travis	Austin Trinity School	Private	Seasonal Coach	0	25	25	N/A	1/1/16	12/31/16
2016	Texas	Travis	Austin Trinity School	Private	Before School Care	0	7	114	N/A	1/1/16	12/31/16
2017	Texas	Travis	Austin Trinity School	Private	Substitute Teacher	0	100	2.5	N/A	1/1/17	12/31/17
2017	Texas	Travis	Austin Trinity School	Private	Seasonal Coach	0	25	39	N/A	1/1/17	12/31/17

# Sample Texas Private Accreditation Information






Name of Institution <b>Austin Trinity School</b>	
1. Was this institution during the school years indicated above <b>operated</b> by or under the jurisdiction of a governmental unit in the state in which this institution is located?	<input type="radio"/> Yes <input checked="" type="radio"/> No
If Yes, please provide the name of the governmental unit. <b>N/A</b>	
2. Was this institution, during the school years indicated above, <b>accredited</b> by a United States accrediting agency recognized by the U.S. Department of Education or by the state or national government in which this school is located?	<input checked="" type="radio"/> Yes <input type="radio"/> No
If Yes, please provide the name of the accrediting agency and/or governmental unit. <b>Independent School Association of the Southwest National Independent School Association</b>	
3. Is this a public or private school?	<input type="radio"/> Public <input checked="" type="radio"/> Private
4. If the school is operated on the British system please indicate government or public school. <b>N/A</b>	<input type="radio"/> Government <input type="radio"/> Public

Trinity Episcopal School Austin 227-211-001

SCHOOL OPEN

 download

## Contact Info

-  **3901 Bee Cave Road**  
Austin, TX 78746
-  [jmorgan@austintrinity.org](mailto:jmorgan@austintrinity.org)  
(<mailto:jmorgan@austintrinity.org>)
-  [www.austintrinity.org](http://www.austintrinity.org)  
(<http://www.austintrinity.org>)
-  (512) 472-9525
-  (512) 472-2337

## School Details

**Grades** Kindergarten - 8  
**Enrollment** 541  
**Region** 13  
**County** Travis : 227  
**Principal** Jennifer Morgan  
**Accreditation** [2003 : SAES](#)  
[2012 : SAES](#)  
[2012 : ISAS](#)

## District Details

**District** EANES ISD  
**District #** 227909  
**Enrollment** 7,865  
**Phone** (512) 700-3334

# Educational Aide Experience



**Beginning in 2004-2005 a certified teacher aide who obtains teacher certification may count up to 2 years for salary purposes.**



**The “may” does not mean it is a district choice, it means that the educator may not have the necessary minimum days for the full 2 years.**



## Example scenarios of service that is eligible

- Served as full-time certified aide from 1995-2002, became a certified teacher in 2008
- Served as a certified aide in 2012 -2013 for 96 days, became a certified teacher in 2014, eligible for 1 year of service

## Example scenarios of service that is not eligible

- Full time certified aide through 1995-2000, became a teacher in 2003
- Served as an aide but did not hold a certificate
- Served as an aide 2006-2007, but only for 60 days and then became a teacher in 2008
- Became a teacher in 2005, served as an aide in 2007



- Must have held a valid Texas certificate.
  - A valid emergency permit is sufficient
- Need a service record or similar form containing the same information
- Out-of-state substitute service is acceptable if they held a valid certificate issued in the state where the school is located or a Texas certificate.
- Substitute experience in another country is not supported by Commissioner's Rule.

# Career and Technical Education Experience (CTE)

- There are only 3 certificates that require work experience:
  - Trade and Industrial Education
  - Health Science
    - (previously Health Science Technology)
  - Marketing
- Employed at least 50% in an approved CTE position

# Career and Technical Education Experience (CTE), continued

- If experience is based on a skill-based certificate that has been added by examination, note on the service record the first date the educator worked 50% of the day in the appropriate assignment.
- Once earned, it cannot be taken away, even if no longer working in a CTE assignment.

# School Nurse Experience



- Full-time registered nurse, must meet all requirements to practice in Texas pursuant to the Nursing Practice Act
- Verified Peace Corps nursing experience
- Hospital nursing experience
  - RN position with an accredited university-operated hospital



Most important questions to ask before sending the educator to obtain all documentation:

- What were you doing the 12 months before entering the military?
- When did you enter the military after leaving your previous employer?

If they were employed in a professional position by an entity recognized for years of service and then entered the military within 12 months into active duty, review the required documents listed in the Commissioner's Rules.

# New Rules and the Salary Service Impact for Military

- Review fees are waived for eligible military members with appropriate documentation.
- Eligible military members who complete a review that determines they have a valid out-of-state certificate are now eligible for a comparable standard certificate without submitting test documentation.
- The Science of Teaching Reading (STR) cannot be exempted based on military alone. The STR test would be needed unless the educator took a comparable exam in their state.

# Military Members Submitting Out-of-State Applications

Military members should be encouraged to apply for the review, the one-year certificate, and the standard certificate at the time of application. We can then determine at the time of review the appropriate certificate. There are no fees for any of these applications, for eligible military members.

- A legible copy of the service record must be kept by the employing school district for 75 years.
- The original signed service record should be given to the employee or sent to the next ISD or charter school once employment is terminated.
- If an original service record is lost a copy from the district is valid for determining service.
- A scanned version of the original service record may be considered official if sent directly from one employing district to another employing district



# Digital Service Records

- Digital service records are valid only for the designated recipient.
  - A digital version that includes information from previous employing districts is acceptable if the most recent school district is the designated recipient of the information from the previous districts.
  - A digital copy is not official from the educator.
- Digital service records must still be signed. There are many digital signature options and districts are free to choose an option that works best for their district.

# Service Records Documentation

- All supporting documentation, such as a Statement of Qualifications (SOQ), aide experience, etc., should be kept with the original. A legible copy of any supporting documents needs to be kept with the district copy of service records.
- Signed by educator” has been replaced with “verified by educator” in the Commissioner’s rules.

# Service Records that have been Lost, Damaged, or Destroyed

- Lost service records
  - The employing ISD should do their best to recreate the information to the best of their ability.
    - Some of the things you may request are paystubs or W2's.
    - Check with your PEIMS contact.
    - You can have the individual check with a district that previously employed them. While a district is not required to maintain another district's records, many do for audit purposes. In this digital age it no longer requires offsite storage, so you might get lucky.
    - TEA does not track an educator's service. The most we can offer, upon a written request from the employing ISD, would be PEIMS data.



# Miscellaneous Information

# Cognia Who Are They??

- AdvancED has merged with Measured Progress in November 2018 and are now called Cognia.
- They still handle the accreditation for the Higher Learning Commission (previously the North Central Association Commission, [NCA]), Southern Association of Colleges and Schools(SACS), and the Northwest Accreditation Commission (NWAC).
- Certification is not accreditation these are additional certificates given by Cognia for things such as STEM.

- The Texas Education Code Section 21.401 was updated to address school districts that provide less than 180 days of instruction.
  - TEC 21.401 (c-1) If a school district anticipates providing less than 180 days of instruction for students during a school year, as indicated by the district's academic calendar, the district may reduce the number of days of service required by this section proportionately. A reduction by the district does not reduce an educator's salary.

# Higher Learning Commission

## **Transition From North Central Association to Higher Learning Commission**



**Through an agreement between the Higher Learning Commission (HLC) and CASI (the Commission on Accreditation and School Improvement), the North Central Association has been dissolved.**



**The North Central Association is now known as the Higher Learning Commission. If you have old verifications of accreditations or transcripts, they both are valid for salary increment purposes.**

The TEA website is now Google Chrome supported, so make sure you are opening documents and viewing certificates using Google Chrome.

You can bookmark the [Salary and Service webpage](#), however since a bookmarked page may not update with added information, I recommend periodically going directly to the TEA website and updating your bookmark.



- All documentation and forms should be attached to the educator's service record.
- Add [notes](#), and more [notes](#) to any exceptions, local district decisions, weird stuff and/or confusing information. This will help you and future school districts understand why a decision was made.