



# TEPS STEPS



1

## SUCCESSFULLY COMPLETE A GRADUATE LEVEL COURSE

- Course must be from an accredited college or university.
- Course must be taken for graduate credit.



2

## COMPLETE THE TEPS APPLICATION

- The TEPS Application can be found on the WPS website and WEA website.
- Be sure to fill out all of the information on the application.
- Courses must have been taken in the 12 yrs immediately preceding submission.



3

## SUBMIT THE TEPS APPLICATION

- Original applications should be sent to Liana Labriola at Wessagusset School.
- Email applications will not be accepted.



4

## WAIT FOR APPROVAL LETTER

- Shortly after the TEPS meeting, you will receive an approval letter detailing next steps.



5

## SUBMIT DOCUMENTATION TO ADMIN

- After you receive your approval letter, send OFFICIAL, UNOPENED transcripts to Elizabeth Long, 89 Middle St, Weymouth MA 02189 or [elizabeth.long@weymouthschools.org](mailto:elizabeth.long@weymouthschools.org).



### Important Dates

Applications are due the first Wednesday of September, January, April, and June. The TEPS Committee meets the second Wednesday of September, January, April, and June.

#### Application Deadlines 2023-2024:

September 6, 2023

January 3, 2024

April 3, 2024

June 5, 2024

### Important Salary Information

- For applications approved in September, a lane change will be effective September 1st (retroactively).
- For applications approved in January, a lane change will be effective April 1st.
- For applications approved in April and June, a lane change will be effective September 1st of the following school year.