TEPS

Teacher Education and Professional Standards General Information

Organization of the Committee:

The committee consists of the Superintendent of Schools or his designee and seven members of the professional staff (appointed by the President of the WTA).

Current TEPS Committee members include the following:

Joseph Wilkins, Chairperson
Meredith Westfall
Julie Bowen
Sarah Cannon
Courtney Bulman
Danielle Holmes
Liana Labriola
Maryann Foley

The TEPS Committee meets four times during the school year. This year's next meetings are scheduled for September 7, 2022, January 04, 2023, April 05, 2023, and June 7, 2023.

Purpose:

In order to maintain high professional standards, the committee approves proposals for courses leading to advancement on the Master's +15, Master's +30, Master's +45, and Master's +60 lanes.

Course Approval:

Courses submitted for approval must have been taken within the twelve years immediately preceding their submission for approval. The courses must have earned graduate credits from an accredited college or university; must have been taken subsequent to the receipt of the Bachelor's degree; and must not have been utilized in the attainment of the Master's degree. Credits earned and approved by the TEPS Committee prior to September 1, 2003 continue to be valid for horizontal movement subsequent to this date. Upon approval by the TEPS Committee for Master's +15, Master's +30, Master's +45, and Master's +60, documentation of credits must be sent to the Office of the Superintendent.

Submitting Courses for Approval:

Complete the most recent TEPS application (available online and at all schools) and submit it to the chairperson of the TEPS Committee **seven days prior** to the any of the regular meetings. Ensure that all information on the application is accurate and that the course titles will match

the titles shown on your documentation. The remaining deadlines for submission of applications are September 1, 2022, December 29, 2022, March 30, 2023, and June 1, 2023.

1. Do NOT submit grade reports or transcripts to the TEPS Committee.

2. Upon receipt of course approval, submit documentation (grade report or transcript) to the office of Human Resources. In order to avoid unnecessary delays in salary increases, it is essential that documentation be submitted no later than December 1st for a pay raise effective for September 1st of that calendar year, and by April 1st for a pay raise effective for April of that year. Degree Candidates for Master's or Doctorate degrees do not have to submit to the TEPS Committee for approval the courses leading to those degrees. They do, however, have to submit an official transcript with proof of the degree earned to the Office of the Superintendent.