

ESC CEU Lateral Movement

CEUs that are acquired while working toward an additional certification can be used for lateral movement (at the rate of 10 CEUs: 1 credit hour). Lateral movement will be awarded upon completion of certification. **The type of certification must be pre-approved by Human Resources. You'll find the Pre-Approval form here:** [ESC CEU Additional Certification Pre-Approval for Salary Advancement](#) For ESC's furthering their education through a college or university, you can obtain pre-approval for coursework by submitting the Certified Course Pre-approval Form which can be here: [Certified Pre-Approval for Salary Advancement](#)

Lateral Movement Deadlines

All coursework or certifications must have been pre-approved. (See the information above) For courses completed between December 16 and July 31, ESC's who are eligible for movement on the salary schedule as a result of additional credit hours must submit the "Request for Lateral Movement Form" to the Human Resources office by August 1. Official transcripts indicating the successful completion of all course requirements must be received in the Human Resources office not later than October 1. Lateral movement will be considered retroactive to the start of the first scheduled ESC work day.

For courses completed between August 1 and December 15, ESC's who are eligible for movement on the salary schedule as a result of additional credit hours must submit the Request for Lateral Movement Form to the Human Resources Office by December 15. Official transcripts indicating the successful completion of all course requirements must be received in the Human Resources Office not later than February 1. Lateral movement will be considered retroactive to the start of the first scheduled work day of second semester.

You'll find the Salary Advancement Request form here:
[Request for Lateral Movement \(Salary Advancement\)](#)