

Change in Rank/Licensure

Complete and submit this form to the Department of Human Resources once you receive your certificate from the Education Professional Standards Board. An original certificate must accompany this form to verify your change in rank/licensure.

Employee's Name _____

School/Work Location _____

My rank/licensure will change from _____ to

_____ *effective for the _____ school year. Attached is the required documentation to verify my rank/licensure change.*

National Board certification is pending. Pursuant to Whitley County Board Policy 03.121, I am providing this notice prior to September 15 in the event a rank-related increase in salary is indicated.

Employee's Signature

Date