



Educational Assistant's Career Ladder Procedures

1. You can obtain an *Educational Assistant Career Ladder Course/Activity Recording Sheet* [online](#), at your school site, Human Resources or at the Albuquerque Federation of Classified Professionals (AFCP) office.
2. Track your professional development hours, including in-service workshops, trainings, seminars and classes (not college credit hours) relating to your job on the *Educational Assistant Career Ladder Course/Activity Recording Sheet*.
3. You **must** obtain a signature from the instructor/facilitator or person responsible for the professional development instruction on the *Educational Assistant Career Ladder Course/Activity Recording Sheet* or attach copies of signed agendas/certificates to Recording Sheet.
4. Please submit the following to Human Resources at 6400 Uptown Blvd N.E. City Center, Suite 210 East by **September 15th** of each school year (Emailed or faxed career ladder packets will not be accepted):
 - Completed *Educational Assistant Career Ladder Course/Activity Recording Sheet(s)*.
 - Copies of signed agendas and/or certificates attached to the recording sheet.
 - A completed **APS Human Resources Salary Increment Form** if you are eligible for a salary increment due to the Career Ladder hours being submitted. The Salary Increment Form can be located on the APS website under [Salary Increment Form](#).
 - Please submit Career Ladder hours annually. You may submit only the current school year. No previous years will be accepted.

5. If you have earned enough career ladder/college credits for a salary increase, your Records Specialist will email your new hourly rate to you once it has been calculated. Salary increases will be retroactive to the first reporting day of the current school year.

College Credits:

- If you have completed college courses from an accredited college/university and have obtained enough credits to be eligible for a pay increase (refer to the G or H salary schedule on the APS website to check eligibility), complete a [Salary Increment Form](#) and provide official transcripts to Human Resources no later than September 15th of each school year.

Transcripts can be emailed by your college/university to aprequest@aps.edu, or you may bring a sealed copy to Human Resources

Transcripts are not considered official if they are emailed directly to you by your college/university, or if the seal of paper copy has been opened.