

How many do I need to change lanes?
Use our handy calculator!
<http://bit.ly/PSDLC>

How many hours will I need for a lane change?

To complete this form, you'll need the [2020-21 Teacher/Licensed Salary Schedule](#) and your [PSD Professional Development Credit Bank & Transcript](#). For detailed instructions, [click here](#).

- Find your 2019-20 salary lane placement (in your PSD Transcript)
- Find your current salary lane placement (in your PSD Transcript)
- In your Credit Bank, find the number of **Lane Change/License Renewal** and **University/External Credits**. Be sure you've added all completed credits to your credit bank.

Step 1: Find the credits required for the salary lane you were on during the 2019-20 school year. For example, if you were on lane C (BA+13), enter **13** below. If you were on BA or MA, enter **0**.

Step 2: Find the salary lane you are on now.

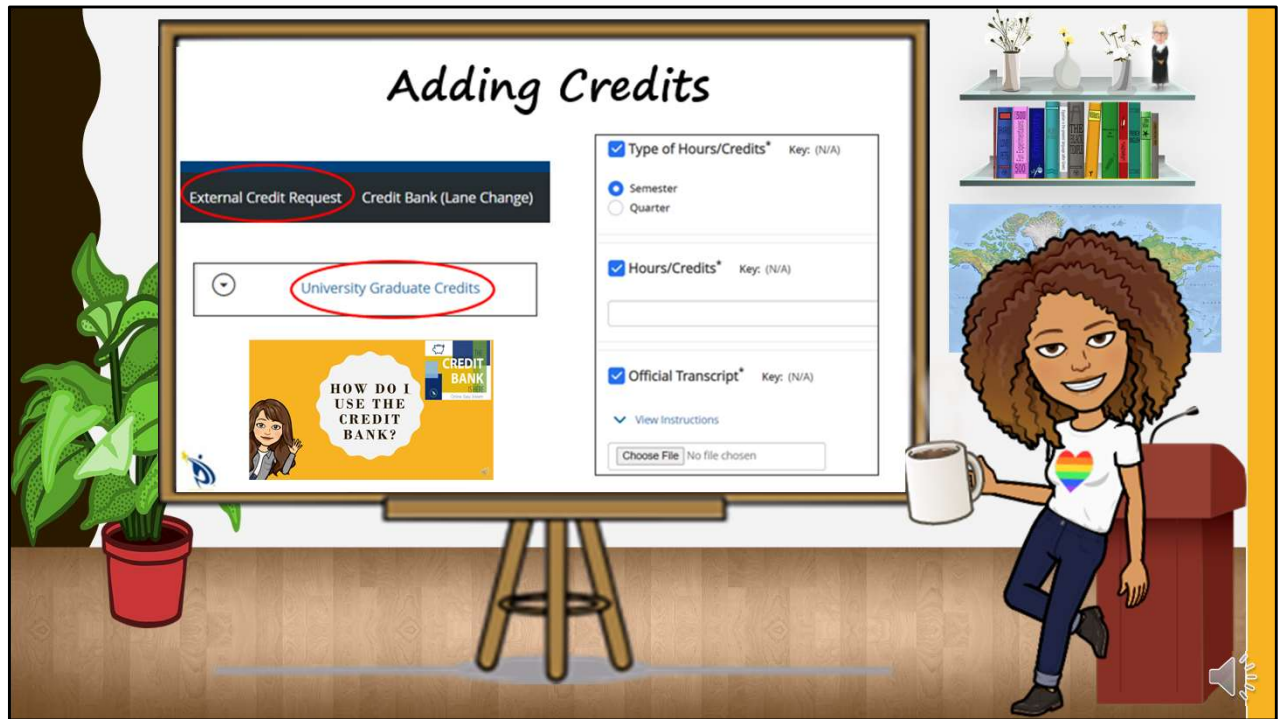
Step 3: Determine how many credits are required for the **next lane** on the salary schedule. For example, if you are currently on BA18, BA36 is the **next lane**; enter **36** in the box below.

Step 4: Enter the total number of credits in your credit bank:

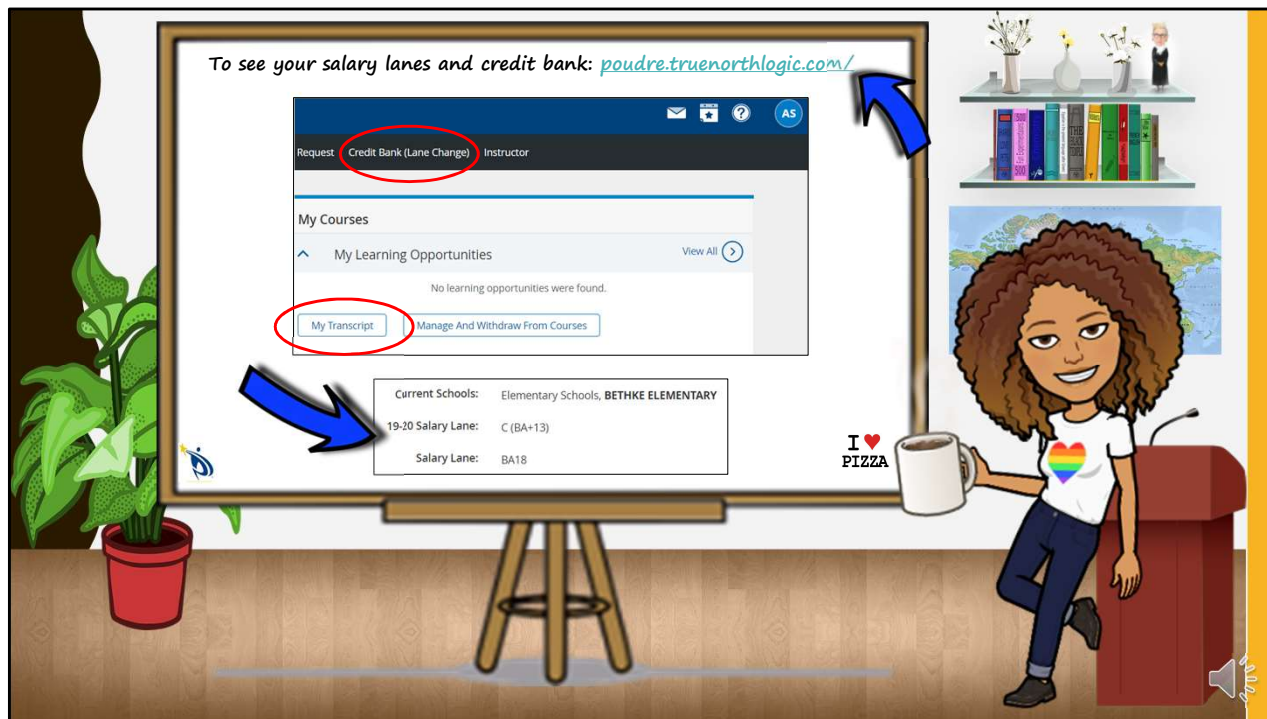
- Lane Change/License Renewal:
- University/External Credits:

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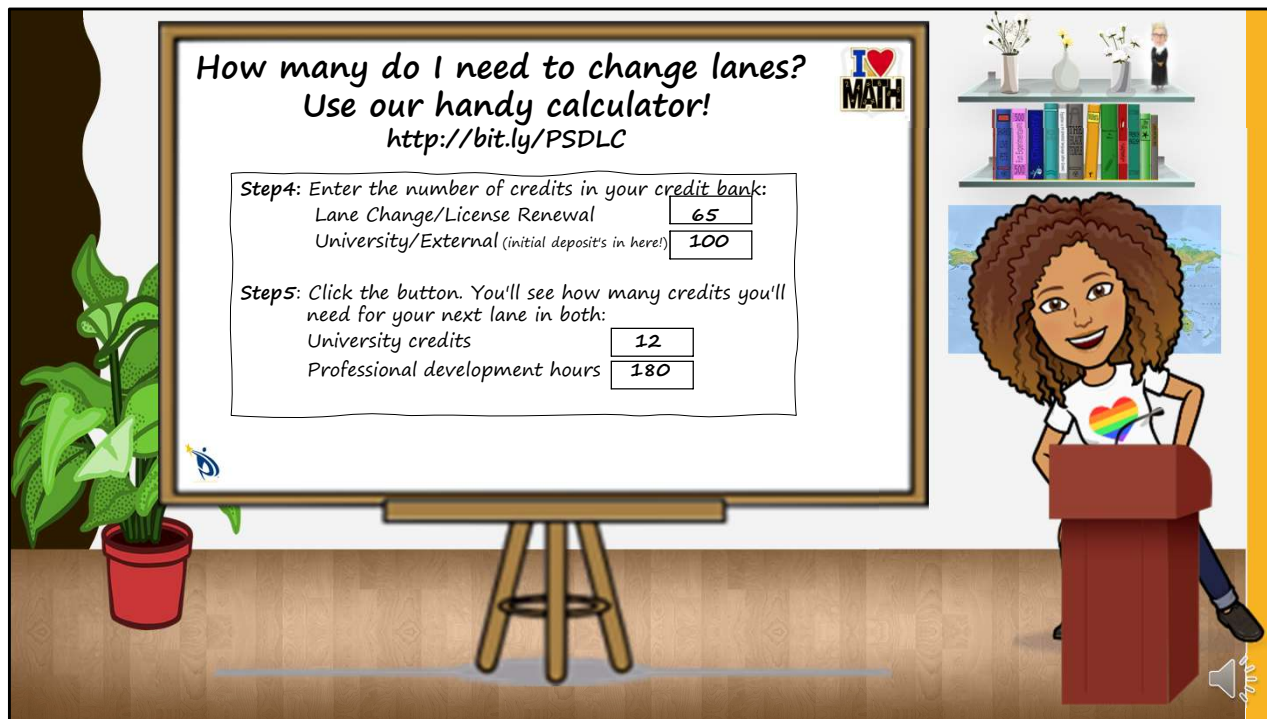
Ok- let's get to work! We've created a credits calculator for you so you'll know how many credits you need to complete before you're ready for your next lane change. You can find the link to the worksheet by clicking on the credit bank tab. You'll need: your 2019-20 salary lane placement, your current salary lane placement and the next lane on the salary schedule, and the number of credits you've earned.



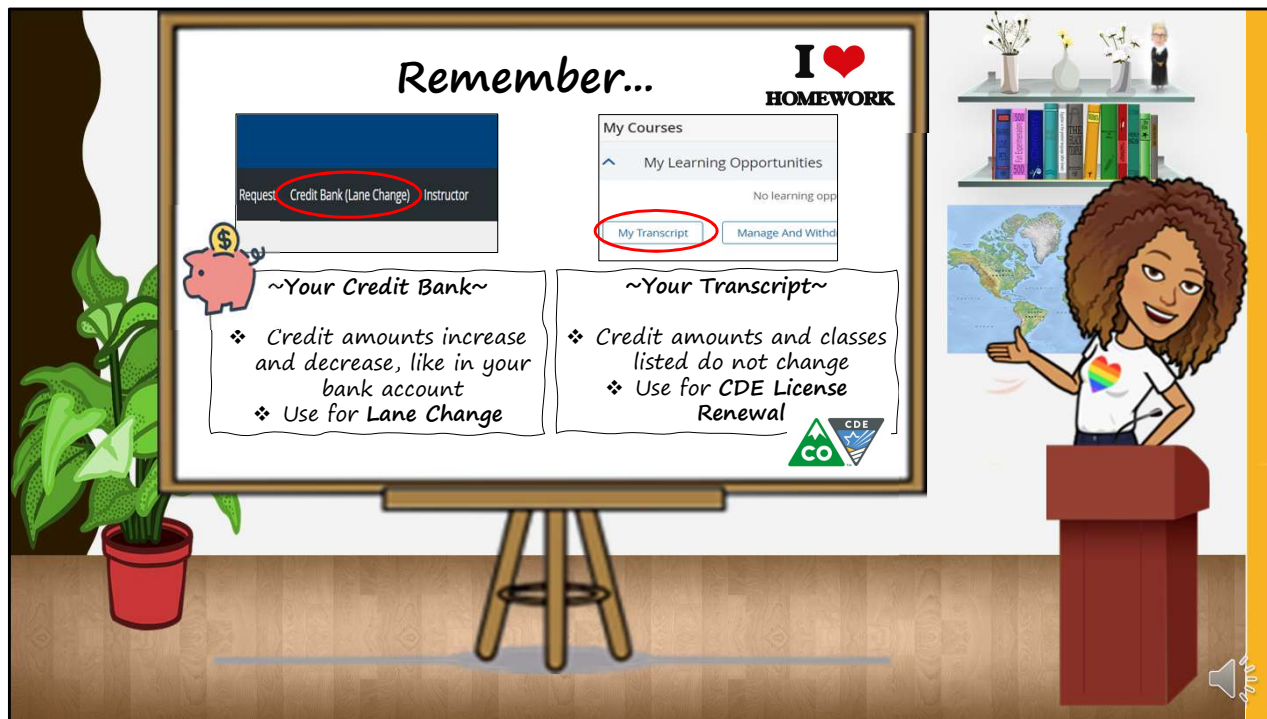
If you completed external credits, such as university classes or SSP professional development, since December 31, 2019, and you haven't yet added them to your credit bank, do that now using the External Credit Request tab. See my colleague's presentation "How to Use the Credit Bank" for instructions.



You can find your salary lane from 2019-20 and your current salary lane in your PSD Professional Development account. There's a link at the top of the board. To see your salary lane placement in 2019-20 and now, click here or here. Your salary lanes now appear on your transcript; they look like this. In this example, during the 2019-20 school year, the employee was on Lane C, or bachelor's plus 13 semester credits, and in the current school year, the employee is on Lane BA18.



The fourth step is to find how many credits you have that you haven't yet used for a lane change. To do that, enter the number of credits in your Lane Change/License renewal line, and the number in your University/External Credits line. Click the "Calculate Hours Needed" button; you'll see how many credits you still need to complete to be eligible for your next lane change. It's that simple!



So, now you know how many credits you need before you can change lanes. Using the credit bank to keep track of this is easy. Remember, you'll use your credit bank for lane changes, and the amounts in the bank will go up and down like in your bank account. When you complete professional development classes, you'll make a deposit, and your account balance will increase. When you do a lane change, you'll do a withdrawal, and it will decrease. But don't worry~ they don't disappear completely. They'll always be in your transcript. When you're ready to renew your CDE license, just go to your transcript.