You already know about the new professional development credit bank, the convenient online location to keep all your professional development credits in one place until you're ready to apply for a lane change, otherwise known as salary advancement. Now, the new online lane change application is here!

So, how can you apply for a lane change once you've completed enough credits? It's easy to apply using Employee Records, and you'll have access to your completed lane change applications in the future.

First, a reminder about the PSD Licensed salary schedule. Along the top, you'll see lanes, which correspond to education levels. As you complete approved professional development, your pay can increase. For example, the lane next to the BA lane is called BA18. After you complete 18 university semester hour credits or the equivalent in approved professional development hours, you can apply for salary advancement, or what we call a lane change.
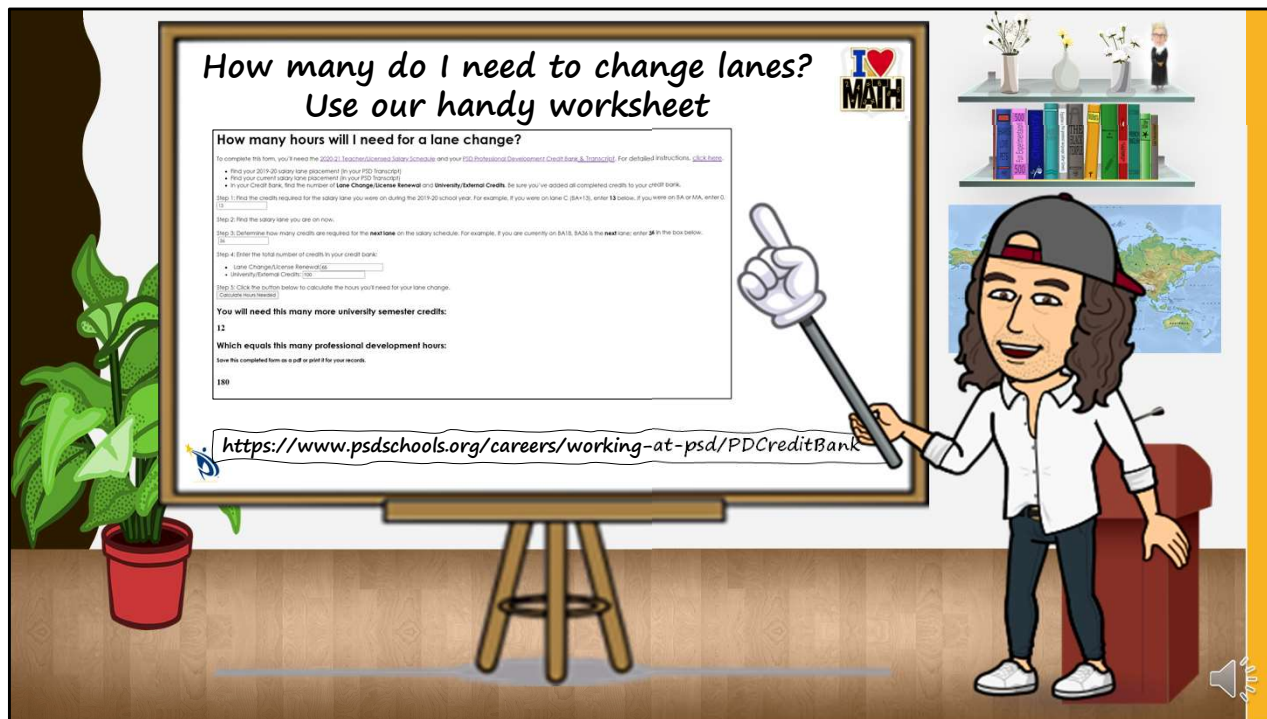
Since PSD has a redesigned salary schedule, it might be confusing at first to know how many credits you need to move to the next lane. We've created a video and a credit calculator worksheet for you so you'll know how many credits you need to complete before you're ready for your next lane change. You can find the link to both on the PD Credit Bank webpage. We recommend that you save the calculator worksheet as a pdf or print it for your records!

There's also a video about using the credit bank, which is easy once you get the hang of it.
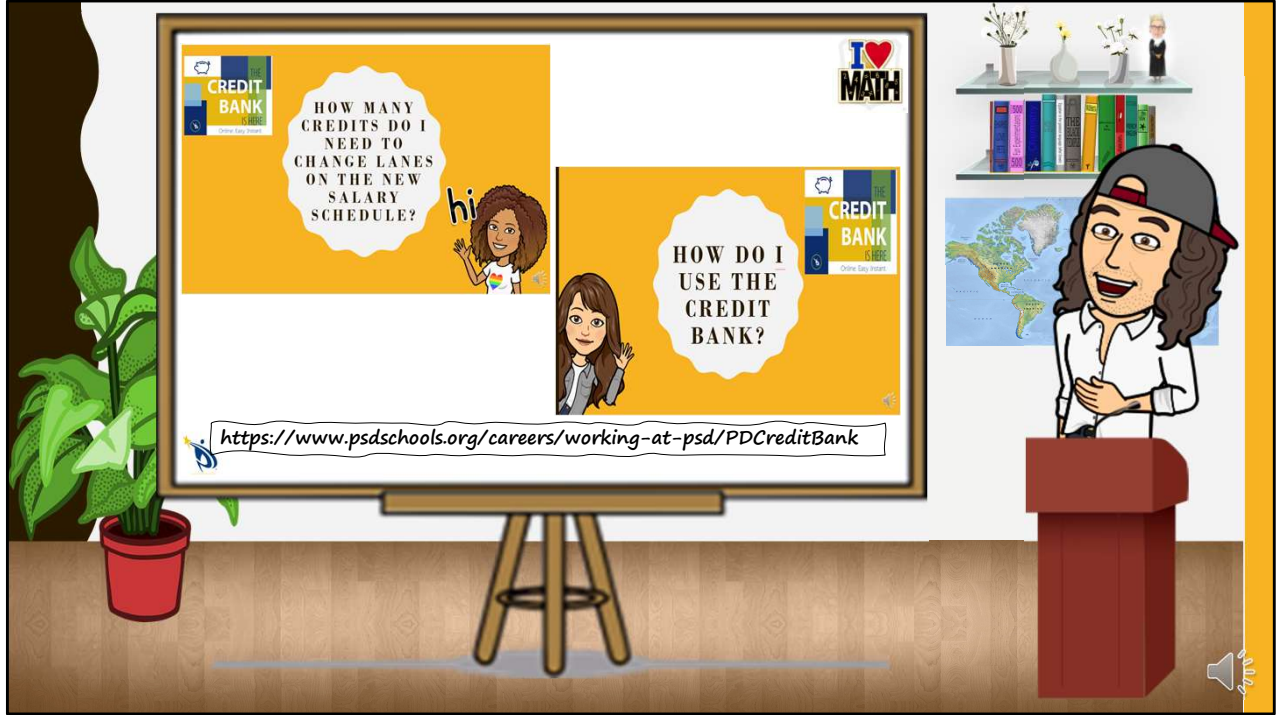
Be sure to check out other how-to videos out! Find them on the PD Credit Bank website.

To see your credit bank:
poudre.truenorthlogic.com/

65 + 100 = 165 PD hours
165 ÷ 15 = 11 univ. credits

Before you can apply for a lane change, all credits you're using toward the lane change must be in your credit bank. Be sure you've submitted all external credit requests, like university courses, with official transcripts before you apply for a lane change.

Log in to your PSD Professional Development account. This is the same place you go to sign up for PSD classes and to get a copy of your completed PSD classes.

Click on the Credit Bank (Lane Change) tab to view your credit balance. You'll notice that the total number of Lane Change and University credits changes over time, while the others do not; that's because when you complete classes, you "deposit" the credits into your bank, and when you do a lane change, you withdraw credits from your bank. The credits in your bank are only ones you haven't yet used for a lane change. To know how many hours you have that can be applied toward a lane change, simply add two numbers~ the Lane Change/License Renewal hours and the University /External Credit hours. Then, divide by 15 to see how many semester hours of credit you have. In this example, the employee has completed 165 hours of professional development that counts for lane change credit. That's equal to 11 university semester credits.
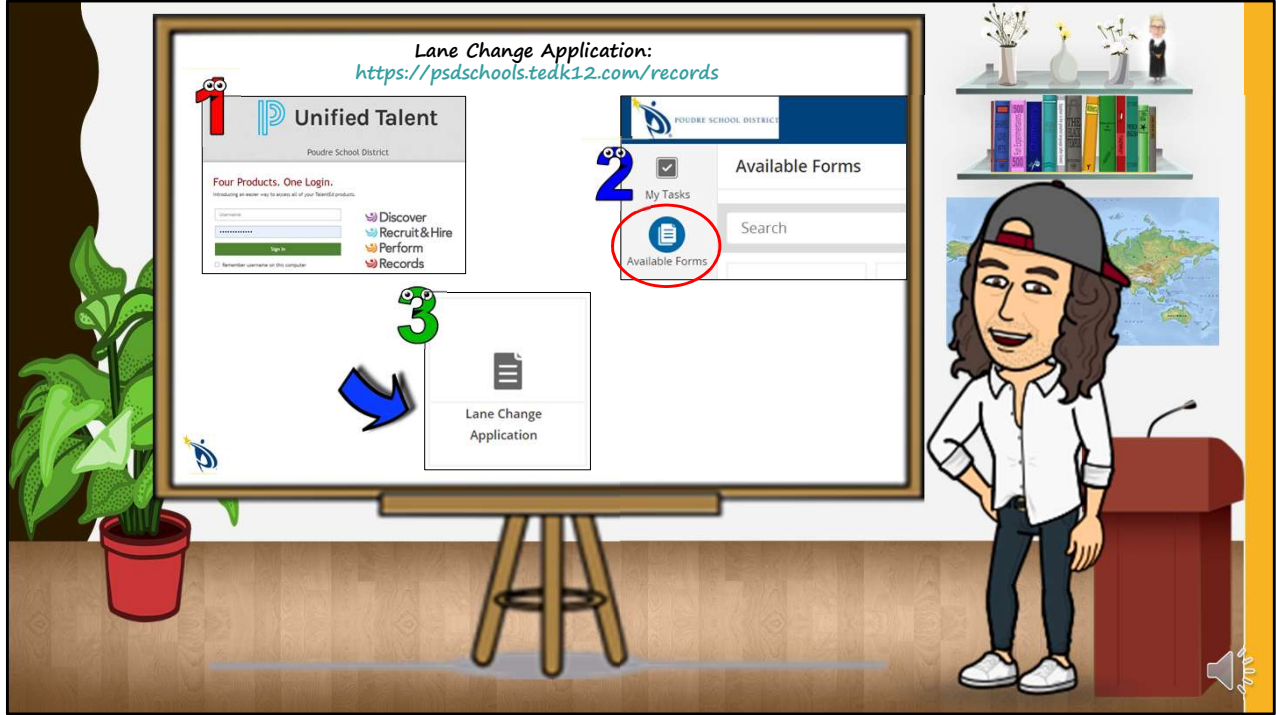
To apply for a lane change, go to Employee Records and log in using your regular PSD log in, your user name without the @psdschools.org and your password. Then, click on "Available Forms" on the left of the screen and find the Lane Change Application. Click on it.
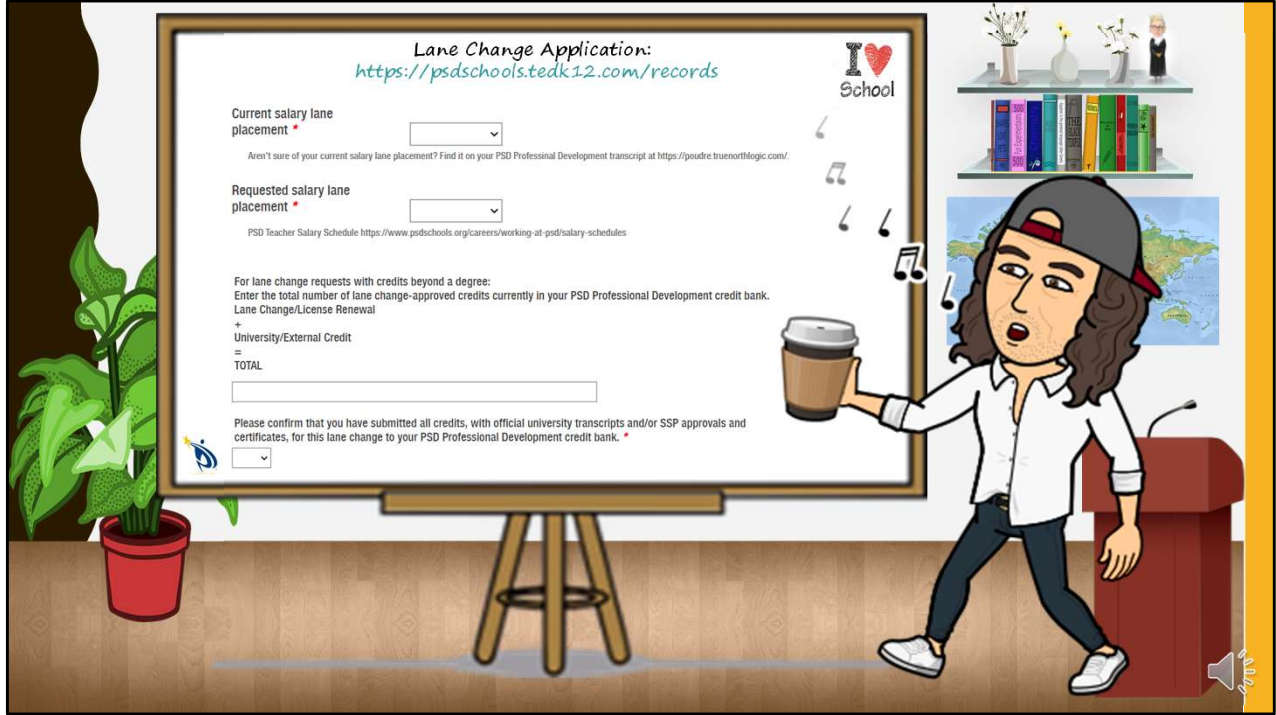
The application is simple, and since you've already entered everything into your professional development credit bank, there's nothing to attach. Enter your current salary lane placement, which you can find on your pay stub and on your professional development transcript, and the lane placement you're requesting. Use the current salary schedule for help if you need it.

If your lane change is for a graduate degree, enter the date your degree was conferred, which will be listed on your official transcript you submitted to the credit bank.

If your lane change is for credits beyond a degree, enter the total number of lane change-approved credits currently in your PSD professional development credit bank. Go back two slides for a reminder if you need to.

If your lane change request is approved, you'll receive an email from TalentEd asking you to review the application. Please do! Then it will "live" in your FILES in Records under Lane Changes.

If your lane change request is not complete, or you do not yet have enough credits in your bank, you will receive an email from TalentEd and from your HR technician.
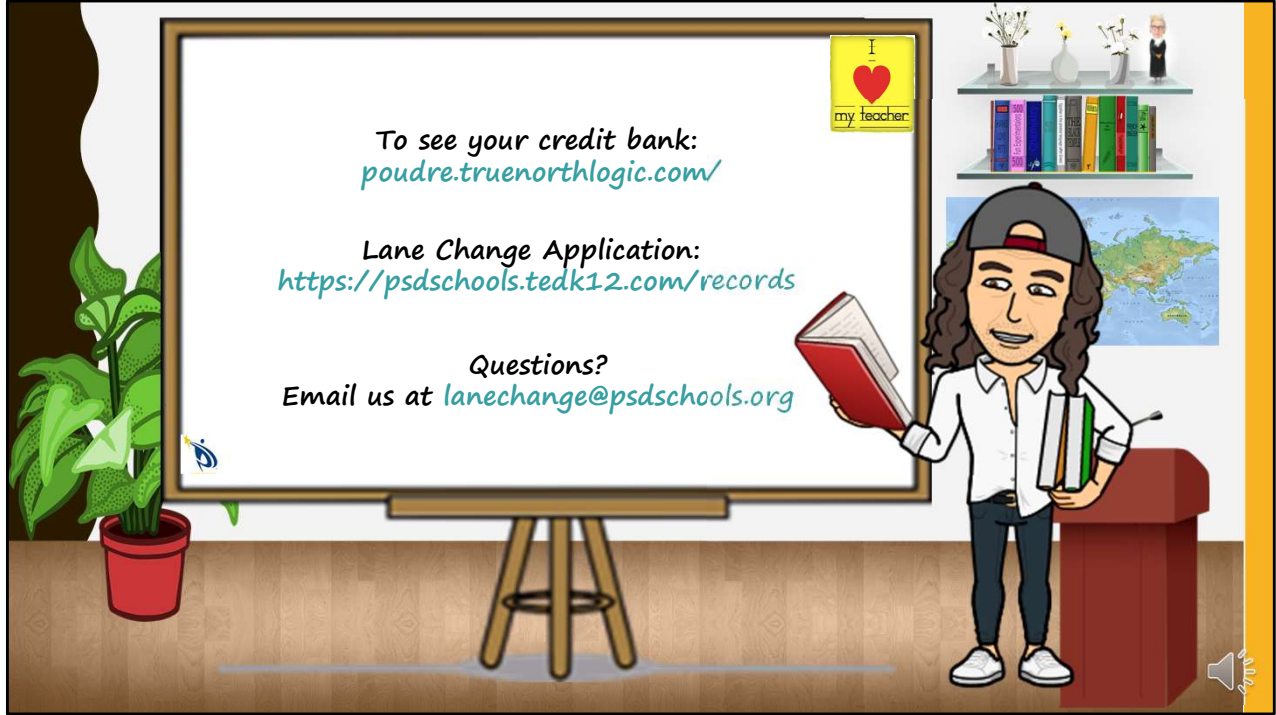
So, completing a lane change application is simple! Just remember, you'll be using two different systems here: the Professional Development system, True North Logic, for your credit bank, and Records, to complete the lane change application.

If you have questions, email us at lanechange@psdschools.org.