

# HOW TO UPDATE EDUCATIONAL ATTAINMENT

ESPBC and BCPS agreed to recognize additional educational attainment for office professionals and interpreters beyond High School Diploma+60 credits. Effective July 1, 2025, office professionals and interpreters will be compensated if they have earned a High School Diploma +90 college credits. Effective July 1, 2026, office professionals and interpreters will be compensated for a Bachelor's degree.

## STEPS TO AUDIT YOUR GROWTH CHART:

### STEP 1. - Review Your Growth Chart

The Growth Chart is the file that monitors your educational attainment. You can see your [Growth Chart](#) on the [Office of HRIS](#) website. [How to Read the ESS Growth Chart.pdf \(sharpschool.com\)](#)

#### STEP 2A. – Educational Audit

If your Growth Chart does not match your level of education, complete the ESPBC Educational Credit Attainment Form. The Office of HRIS will respond within 8 weeks.

#### STEP 2B. – BCPS Cohort before January 2020

If you completed a cohort with BCPS that would give you a High School Diploma + 90 credits or a Bachelor's degree before January 2020, BCPS should have a copy of your paper transcript in your educational file. Confirm that your credits have been applied to your Growth Chart. If your file is accurate, submit the [ESPBC Educational Credit Attainment Form](#).

#### STEP 2C. -BCPS Cohort after January 2020

If you completed a cohort with BCPS that would give you a High School Diploma + 90 credits or a Bachelor's degree after January 2020, BCPS does not have a copy of your transcript. You must contact the college or university and request an official electronic transcript from [certunit@bcps.org](mailto:certunit@bcps.org). The Office of HRIS will only accept electronic transcripts. Once the transcript is submitted, complete the [ESPBC Educational Credit Attainment Form](#). Allow eight weeks for a response from the Office of HRIS.

#### STEP 2D. – Inservice and/or College Credits

If you completed 15 in-service credits and college credits to move you to the next educational attainment level, be prepared to provide your official electronic transcript to [certunit@bcps.org](mailto:certunit@bcps.org) and confirm that BCPS has records of your educational attainment. Check your growth chart to confirm that the in-service credits have been applied to your educational file. If the in-service credits are not noted on your file, request an educational audit by completing the [ESPBC Educational Credit Attainment Form](#). If the in-service credits and college credits are accurate, complete the [ESPBC Educational Credit Attainment Form](#).

### STEP 3. – Processing the Update

*ESPBC Educational Attainment changes to High School plus 90 will be processed effective July 1, 2025, and Bachelors will be processed effective July 1, 2026. Confirmation of the growth chart update and salary change will be provided once processed.*

**Note:** Oracle, the upcoming Human Resources interface, is scheduled to go live on July 1, 2025. Please complete this process as soon as possible to ensure that you are placed on the correct placement on July 1, 2025.