


Advancing Lanes Through NTL

How to determine your lane: you can find it at the top of your paystub.

	Payroll Services Chicago Public Schools 42 W Madison Chicago, IL 60602	Pay Group: 01T-Teacher 39.60 week position R Pay Begin Date: 02/18/2018 Pay End Date: 03/03/2018
	Employee ID: ██████████ ██████████ ██████████	Department: ██████████ Location: ██████████ Job Title: Regular Teacher Pay Rate: ██████████ Lane: L03 Step: 6

Requirements for each lane:

Lane II	Lane III	Lane IV	Lane V	Lane VI
Master's	Master's + 15 semester hours	Master's + 30 semester hours	Master's + 45 semester hours	PhD or EdD

Credit available to you through NTL

Type	Description	Current Costs*
CPS Lane Placement Credit via the Quest Center	CPS-specific lane placement credit awarded through the Quest Center. You sign in for this each class.	\$75/3 credit hours five times a year in the first year; four times a year in the second year.
St. Francis University Credit	Credit through St Francis graduate school of education – can also be applied to a master's degree in Teaching and Learning	\$675/3 credit hours, up to six times

*Costs for credits are subject to change.

Changing Lanes:

- Need to download lane change request form from "My Career" on HR4U.
- You submit this form with official transcripts ordered from the University. For Quest Lane Change Placement "transcripts" print the course completion page from Learning Hub.
- You can use CPS internal mail to send the lane change form with transcripts to Employee Services (directions are on the form itself)
- If you do this within 60 days of your completion of the coursework, you get back pay from the time you finished the coursework. If it is after 60 days, you get backpay from the time your paperwork was submitted.

Credit Opportunities: Note - CPS Lane Placement credit through Nurturing Teacher Leadership is available a total of nine times (for a total of 27 LPCs). St. Francis credits are offered six times (for a total of 18 credits). Earning these credits is based on attendance at all NTL classes, completing required assignments, and meeting deadlines.

Dates	Type	Course Name	Number of Credit Hours
Summer Institute	Lane Placement	LC Nurturing Teacher Leadership I	3
Total Credit Available During Summer Institute			3 credit hours
September - December	Lane Placement	LC Nurturing Teacher Leadership II	3
Fall University Semester (August – December)	St Francis	Prep for Nat’l Board Cert I	3
	St Francis	Nat’l Board Prep II	3
Total Credit Available During Fall University Semester			9 credit hours
January – March	Lane Placement	LC Nurturing Teacher Leadership III	3
April	Lane Placement	LC Nurturing Teacher Leadership IV	3
Spring University Semester (January-May)	St Francis	Prep for Nat’l Board Cert III	3
	St Francis	Nat’l Board Prep IV	3
Total Credit Available During Spring/Summer University Semesters			12 credit hours
May - June	Lane Placement	LC Nurturing Teacher Leadership V	3
Summer University Semester (May-June)	St Francis	Prep for Nat’l Board Cert V	3
	St Francis	Brain Based Learning - NBC Course VI	3
Total Credit Available During Summer University Semester			9 credit hours
12 additional Lane Placement credit hours available in year 2			12 credit hours
Total Possible:			45 credit hours

NOTE: You must register your hours with the state in your ELIS account separately in addition to uploading them in the CPS system.

Note: The titles for NTL ‘classes’ for the state hours may be different from those for lane placement, depending on the years in which you claim the hours. When you register your hours in your ELIS account, please refer to the ISBE Evidence document NTL gives you for the correct title after ‘class’.