



Florida Department of Law Enforcement

HIGHER EDUCATION FOR SALARY INCENTIVE REPORT

Incorporated by Reference in Rule 11B-14.002(6)(b), F.A.C.



CJSTC 63

Please type or print in black or blue ink and use capital and small letters for names, titles, and addresses

ATTACH A COPY OF THE OFFICIAL TRANSCRIPT TO THIS FORM

1. Last Four Digits of the Officer's Social Security Number: \_\_\_\_\_

2. Officer's Name: \_\_\_\_\_  
Last First MI

3. Agency ORI: FL: \_\_\_\_\_

4. Agency Name: \_\_\_\_\_

5. Employment Date: \_\_\_\_\_

6. Degree:  EQ/AA/AS  BA/BS  MA/MS  JD/PHD/EDD

7. Conferring Institution: \_\_\_\_\_

8. Accrediting Association: \_\_\_\_\_

9. Major: \_\_\_\_\_

10. Date the Degree was Conferred: \_\_\_\_\_

11. If no degree conferred, indicate the date the associate degree requirements were met: \_\_\_\_\_

12. If no degree conferred, indicate the number of hours earned: Semester hours \_\_\_\_\_ Quarter Hours \_\_\_\_\_

13. I hereby affirm that the above information is true and can be verified by official transcripts and diplomas on file with the employing agency.

\_\_\_\_\_  
Agency Administrator or Designee's Signature

\_\_\_\_\_  
Date signed

# INSTRUCTIONS FOR COMPLETING FORM CJSTC-63

## USE THIS FORM WHEN.....

- You register an officer to report the officer's higher education. Higher education consists of college hours or degrees. If an officer has higher education hours or a degree, this form shall be completed for the officer to be eligible to receive salary incentive payments.
- An officer earns new academic hours or has earned a degree.
- An officer earns higher education hours that are equivalent to an associate's degree.

## HOW TO COMPLETE EACH ITEM

1. **Social Security Number:** Enter the last four digits of the officer's social security number.
2. **Officer's name.** Enter the officer's legal last and first name and middle initial if applicable.
3. **Agency ORI.** Enter the last seven digits of the agency's originating ORI code as in this example: FL 0370000. The first two digits "FL" have already been entered.
4. **Agency name.** Enter the name of the agency.
5. **Employment date.** Enter the employment date of the officer as in this example: 05-28-1991.
6. **Degree.** Enter X in the box by the highest degree the officer holds.
  - Equivalent to an associate's degree, Associates of Arts, Associate of Science: **EQ/AA/AS**
  - Bachelor of Arts, Bachelor of Science: **BA/BS**
  - Master of Arts, Master of Science: **MA/MS**
  - Jurist Doctorate (Doctorate of Law), Doctorate of Science, Arts or Education, Doctorate of Education: **JD/PHD/EDD**
7. **Conferring institution.** Enter the name of the post-secondary educational college or university. If you are reporting an officer's degree, enter the name of institution that awarded the degree.
8. **Accrediting association.** Enter the name of the regional accrediting body that accredits colleges or universities. If the college or university is accredited by one of the following associations, the Commission shall accept hours or degrees. Enter the following two-letter acronym:
  - **IC:** Accrediting Council for Independent Colleges and Schools.
  - **\*SC:** Southern Association of Colleges and Schools.
  - **MS:** Middle States Association of Colleges and Schools, also known as the Middle States Commission on Higher Education.
  - **NE:** New England Association of Schools and Colleges.
  - **HL:** Higher Learning Commission.
  - **NW:** Northwestern Association of Schools and Colleges.
  - **WA:** Western Association of Schools and Colleges.

- **Other:** Accrediting associations include: The Commission on Institutions of Higher Education, Commission Technical and Career Institutions, Accrediting Commission for Community and Junior Colleges, Accrediting Commission for Senior Colleges and Universities, or an accrediting agency or association that is recognized by the database created and maintained by the U.S. Department of Education, pursuant to Section 943.22(1)(a), F.S., effective July 1, 2005. To verify an accrediting agency or association recognized by the U.S. Department of Education visit their website at <http://ope.ed.gov/accreditation>.

\*NOTE: Florida state universities and community colleges are accredited by the Southern Association of Colleges and Schools (SC).

9. **Major.** Enter the officer's specialized field of study for which the educational institution awarded the degree.
10. **Date Awarded.** Enter the date the officer received the degree from the college or university. Enter the date as in this example: 08-14-1990.
11. **Associate degree requirements met.** If the officer does not have a degree, and a college or university evaluated the officer's academic hours and found the officer's academic hours equivalent to an associate's degree, enter the date the hours were found to be equivalent. Enter the date as in this example: 06-17-1991.
12. **Number of semester or quarter hours.** If an officer has not earned a degree, enter the semester and quarter hours. These hours can be credited to salary incentive if equivalent to a degree.
13. **Agency administrator's signature and date.** The agency administrator or designee shall sign and date this form. Enter the date as in this example: 09/15/1991.

## AGENCY REQUIREMENTS

- If the agency is entering the information on-line through the Commission's Automated Management Training System (ATMS), please print this form and maintain the original on file at the agency with the required documentation attached.
- If the agency is not entering the information on-line through ATMS, maintain the original form on file at the agency and submit a completed copy of the form with the required documentation attached and a letter requesting FDLE to enter the data into ATMS. Submit the copies to: **Florida Department of Law Enforcement, Criminal Justice Professionalism Program, P.O. Box 1489, Tallahassee, Florida 32302-1489. Attention: Records Section. Fax Number: 850-410-8605**