

# Teacher Salary Supplement Program

## TSSP Substantially Equivalent Degrees

The Utah legislative code 53F-2-504 Teacher Salary Supplement Program can be reviewed at <https://le.utah.gov/xcode/Title53F/Chapter2/53F-2-S504.html>.

Occasionally, a degree or degree major posted in CACTUS will show as “Other – See Transcript” because the specific title for the degree or major is not one of the pre-existing options in the CACTUS database. Due to the degree major not meeting the TSSP system’s pre-screening protocol, the system will automatically reflect “deny” as not qualifying in the application. However, if you feel that your degree is either not posted correctly, OR the degree may be considered as “substantially equivalent”, **review the following information to determine the next option:**

### Option 1:

**If your degree is not posted or posted incorrectly**, please complete the form [Posting of Degree on CACTUS](#). Please be sure to submit ORIGINAL transcripts or follow the instructions regarding the submission of electronic transcripts.

**Original Documents:** Transcript must be an original printed on official transcript paper (but are not required to be submitted in an officially sealed envelope). To submit original documents, please mail the form and transcripts to the address **exactly** as listed below:

USBE – TSSP  
250 East 500 South  
PO Box 144200  
Salt Lake City, UT 84114-4200

**Electronic Documents:** For institutions that offer electronic transcripts, the document must be distributed through an electronic document clearinghouse to qualify. Please have the e-transcript sent directly to the Utah State Board of Education at [transcripts@schools.utah.gov](mailto:transcripts@schools.utah.gov). Please note that these documents can take 3-4 business days to be retrieved. Then, send an email to the TSSP Specialist at [tssp@schools.utah.gov](mailto:tssp@schools.utah.gov) requesting to post the degree in CACTUS.

### Option 2:

**Determine if you should submit an appeal.** Title 53F, Chapter 2, Part 5, Section 504 is the legislative code for TSSP effective July 1, 2019 that states:

*(e) "Qualifying educational background" means:*

*(i) for a teacher who is assigned a secondary school level **mathematics** course:*

*(A) a bachelor's degree major, master's degree, or doctoral degree in mathematics; or*

- (B) a bachelor's degree major, master's degree, or doctoral degree that has course requirements that are substantially equivalent to the course requirements for a bachelor's degree major, master's degree, or doctoral degree in mathematics;
- (ii) for a teacher who is assigned a grade **7 or 8 integrated science course, chemistry course, or physics course**:
  - (A) a bachelor's degree major, master's degree, or doctoral degree in a field of science\*; or
  - (B) a bachelor's degree major, master's degree, or doctoral degree that has course requirements that are substantially equivalent to the course requirements of those required for a bachelor's degree major, master's degree, or doctoral degree in a field of science;
- (iii) for a teacher who is assigned a **computer science course**:
  - (A) a bachelor's degree major, master's degree, or doctoral degree in a field of computer science; or
  - (B) a bachelor's degree major, master's degree, or doctoral degree that has course requirements that are substantially equivalent to the course requirements of those required for a bachelor's degree major, master's degree, or doctoral degree in a field of computer science; or
- (iv) for a teacher who is assigned to teach **special education**, a bachelor's degree major, master's degree, or doctoral degree in special education.
- (f) "Qualifying teaching background" means the teacher has been teaching the same supplement-approved assignment **in Utah public schools for at least 10 years**.

An example of other equivalency that commonly occurs with degrees such as engineering, with a minor in mathematics or one of the other qualifying sciences. Please note that **coursework completed outside of a degree** or in conjunction with another degree or endorsement does **not** qualify as "substantially equivalent" degree. (The Utah legislature and the Attorney General's Office requires strict adherence regarding this qualification.)

The review of your transcript for consideration as a "substantially equivalent" degree is completed by submitting a [TSSP Appeal Application](#).

A "Qualifying Teaching" background must be reflected in CACTUS and is not required to be consecutive years of experience. For the year to qualify as a year of experience, the educator must have had a current Utah license, an assignment in a Utah public school in a TSSP-qualified subject area with a valid endorsement for the subject. Educators missing any years of experience, assignments, and/or endorsements must complete an **appeal** application and submit the appropriate documentation to the USBE TSSP Appeal committee as soon as possible and **before the May 31<sup>st</sup>** deadline.

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\* Per Legislation, a "Field of science" means:

- (i) *integrated science*;
- (ii) *chemistry*;
- (iii) *physics*;
- (iv) *physical science*; or
- (v) *general science*.