How to Read your ESS Growth Chart

- Once you log into your Employee Self-Service (ESS) account. Click the Home tab.
- Click View Profile in the Welcome! Box.
- The Employee Profile box will appear where you will find the Growth Chart and Growth Chart Summary tabs.

The Growth Chart tab provides a listing of courses submitted to the Office of Certification that are documented on an official transcript, MSDE CPD credit slip, and/or certificate of completing continuing professional development hours. Coursework documented on the Growth Chart is used towards MSDE certification and salary lane advancement.

- Courses are listed in order completed by semester and year.
- Reimbursement payments for courses will also be listed.
- Historical Credits listed on the summary tab are credits earned prior to Spring 2021 and will not include Semester or Course Level information.
- The **Growth Chart Summary** tab will calculate the number of credits recorded by the Office of Certification.
- **Course Level** and **Semester** will be assigned for courses completed as of Spring 2021. The specific type of credit will populate under **Historical Credits**.

- **Total Credits** does not indicate an employee has satisfied requirements for movement to the next salary lane. Minimum credit requirements must be satisfied to advance to the next salary lane. Please see the [Course Salary Lane Advancement](#) guidelines for information on required credits.