

# VERIFICATION OF K-12 EDUCATOR EXPERIENCE

last name	first name	middle name	maiden name
street address	city	state	zip code
social security number	email address		

▶▶ **To the employer:** Please return this form to the employee. Do not send it directly to the Licensure Section.

<b>Box A</b>	<b>Professional Educator (K-12) Experience (to be completed by employer)</b>			
<b>School system</b> <input type="checkbox"/> Public <input type="checkbox"/> Private	Beginning date of service (month, day, year)	Ending date of service (month, day, year)	Total hours worked per week <input type="checkbox"/> full-time <input type="checkbox"/> part-time	Position title (e.g., teacher, counselor, supervisor, principal, superintendent)

<b>Box B</b>	<b>K-12 Instructional Teacher Assistant Experience (to be completed by employer)</b>			
School system	Beginning date of service (month, day, year)	Ending date of service (month, day, year)	Total hours worked per week	<b>IMPORTANT:</b> Check one box below for each assignment.
Please use a separate line for each school year.				The assignment meets the criteria statement* below.
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No

**\*CRITERIA STATEMENT:**

*The instructional teaching assistant assignment listed above was service in the classroom with school-age children with actual instructional teaching responsibilities comprising a minimum of 50% of daily activities.*

**I certify that this verification omits leave of absence periods and that all information is complete and correct according to the official records of this school system.**

\_\_\_\_\_  
signature of superintendent or designee                      date                      telephone                      address

\_\_\_\_\_  
title                      email address                      city, state, and zip code