



**VERIFICATION OF TEACHING EXPERIENCE**

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Effective July 1, 2013, a minimum of 5-years successful, full-time experience is required to earn a Preliminary Administrative Services Credential. Full-time service means service for a minimum of 4-hours per day for at least three-fourths of the total days of the school year. Substitute, part-time or Intern service does not apply. Experience may be in any of the following areas: General Education Teaching, Education Specialist Teaching, Designated Subjects Teaching, School Counseling, Teacher Librarian Services, Speech-Language Pathology Services, Clinical or Rehabilitative Services or School Nurse Services.

Experience must be verified by your current and/or previous employing district using this form. If you have served in more than one district, please use an additional form for each employer.

This is to certify that: \_\_\_\_\_  
*(Name of Applicant)*

has served from: \_\_\_\_\_ to \_\_\_\_\_  
*(Month/Year)* *(Month/Year)*

in the following grade or level: \_\_\_\_\_ in the area or subject of: \_\_\_\_\_

Mandatory Reporter Verification Expiration Date: \_\_\_\_\_

***To be completed by the Personnel or Human Resources Dept.:***

School District: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

*I certify that the candidate information above is true and correct.*

Verified by: \_\_\_\_\_  
*(Signature)*