

VERIFICATION OF POSTSECONDARY EDUCATOR EXPERIENCE

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

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

Professional Educator (Postsecondary) Experience (to be completed by employer)				
Name of Institution	Beginning date of quarter/semester (month, day, year)	Ending date of quarter/semester (month, day, year)	Total semester hours taught <u>per term</u>	Position title
(PLEASE USE A SEPARATE LINE FOR EACH QUARTER/SEMESTER TAUGHT)				

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

signature of institution's personnel officer	date	address
title	telephone	city, state, and zip code

Postsecondary Educator Experience Credit: How to Apply

- ▶ **Postsecondary educator experience is defined as teaching in an institution of higher education such as:** community college, technical institute/college, junior college, senior college, or university. (Academic instruction only.)
- ▶ **For experience as a professional educator at the postsecondary level:**
Have Form CE (Verification of Postsecondary Experience) completed by your former employer. (If you are submitting experience from more than one employer, have each one fill out a separate form. Duplicate Form CE as needed.) Please note that a minimum of one-half time or more (six semester hours **taught per term**) is required to qualify for experience credit. Full-time experience credit requires a minimum of twelve semester hours **taught per term**.

All requested information must be supplied. Beginning and ending dates for each term taught must include month, day, and year. Total semester hours **taught per term** must be specified. Employers must provide their signature, title, address and telephone number.

- ▶ If this form is being submitted separately from an initial or renewal application, there is a \$60 license fee.
- ▶ You must pay with Visa or MasterCard at the time you submit the on-line application.