

Non-teaching Occupational Experience Verification Form

Educator Information (to be completed by educator)

First, Middle, Last Name:
Educator ID (required):
Home Address:
Email/Phone:

Employment Verification (to be completed by employer)

Name of Employer/Company: _____

Employer/Company Address: _____

Please list each position on a separate line.

Beginning Date of Service (MM/YYYY)	Ending Date of Service (MM/YYYY)	Total Hours Worked per Week	Position Title Official job description must be attached.

Signature of Personnel Officer/Designee:	Date:
Printed Name:	Title:
Email Address:	Phone:

**The individual completing the form must affix a stamp or seal or attach a business card.
The employer may return the completed form to employee or send to certification@ed.sc.gov.**

Non-teaching Occupational Experience Verification Form: Instructions

This form is used to verify non-teaching occupational experience for educators seeking experience credit for employment related to their certification field. Both the educator and the employer must complete designated sections.

Definitions

Relevant Non-teaching Occupational Experience: Non-teaching occupational experience is defined as professional work experience in the public or private sector that is directly related to the content area of the educator certificate for which the individual qualifies. This employment may include work in industry, business, government, or other professional settings where the skills and knowledge align with the instructional area.

Full-Time Work: Full-time employment for this purpose is defined as a minimum of 35 hours per week per year.

Educator Instructions

- The educator must complete the top portion of the form before submitting it to the employer.
- For verification purposes, the form must be completed by the employer's human resources office, payroll department, or bookkeeper.
- For an educator to document self-employment, the verification must be completed by a third party such as an accountant, attorney, or business manager affiliated with the business.
- The educator is responsible for ensuring that all information is accurate and legible.
- Incomplete or incorrect entries will delay processing.

Employer/Verifying Party Instructions

- The employer must verify the educator's employment details and provide the following:
 - Job title and responsibilities
 - Dates of employment
 - Employment Status: full-time or part-time
 - Signature and contact information of the verifying official.
 - The individual completing the form must affix a stamp or seal or attach a business card.
- **The employer must attach an official job description.**
- The employer may send the completed form to certification@ed.sc.gov (preferred method) or return to the employee.