

Designated Subjects Credential Experience Verification Guidelines

Work Experience Verification

To verify the minimum years of required work experience in the subject(s) to be named on the credential you will need a letter(s) from your present or previous employer(s). The letter(s) should be original, on company letterhead and contain the following information:

- Current date
- Employer's name, address, and telephone number
- The name of the credential applicant
- The working relationship of the person signing the verification to the applicant
- Beginning and ending dates (month, day, and year) of employment with the employer
- Job title and complete description of duties
- A statement as to whether the employment was full-time or part-time. If employment was less than full-time, an accounting of the number of hours the applicant was employed is required.

***Please Note:** Teaching can only be used as qualifying experience for the Career Technical Education Credential if Education is the subject area of the credential. However, teaching experience can be used for any subject to meet the recency requirement which states that you must show you have worked one year during the last three years in the area of the subject/s to be named on the credential.*

Self-Employment Verification:

The following are required to verify self-employment:

1. An employment letter written by you on company letterhead that includes the seven items listed above for Work Experience Verification. The letter must be signed and contain the following statement: *"I certify under the penalty of perjury that the contents of this letter are true and correct to the best of my knowledge."*
2. Copies of documents verifying the business such as a business license, professional licenses or certifications, Tax ID number, articles of incorporation...etc.
3. Three (3) letters from other people having first-hand knowledge of your work, such as your business' accountant, major supplier of goods, or major user of goods or services. These letters should be written on the letter head of the writer, unless from an individual customer, and should contain the following information:
 - Current date
 - The writer's name, address, and telephone number
 - The name of the credential applicant and the name of their business
 - Description of the writer's professional association with the applicant
 - Beginning and ending dates (month, day, and year) of business relationship with the applicant
 - Description of the writer's knowledge of work performed or services provided by the applicant