

## EXPERT CITIZEN LICENSE

### Letter of Recommendation Guidance

The following guidance is provided to assist applicants in obtaining valid **Letters of Recommendation** to submit with their Expert Citizen License Application materials.

Each applicant is required to provide three (3) current Letters of Recommendation which **cite evidence of the applicant's expertise in the requested area of certification.**

**Current:** A current letter must be dated the same calendar year of the submission of the application for the Expert Citizen License.

**Content:** These Letters of Recommendation are not intended to be a character reference, but instead will be reviewed to determine whether the applicant possesses the necessary skillset for the subject they wish to teach. Letters need to provide details that would qualify them for licensure, such as:

- relevant education
- professional development
- on-the-job training or apprenticeships
- applicable work experience or internships
- volunteer work in a related field
- related practical skills

For example, if the applicant is seeking an Expert Citizen license in Dance, the letters should cite examples of the candidate's expertise in dance, teaching others different types of dance and building creative lessons using dance. The letters might also site coursework from colleges attended in the area, or jobs that the candidate has held where they utilized the skills. These are the skills that would identify this person as an Expert Citizen in this area.

For collision and repair technician, an Expert Citizen license Letter of Recommendation might say, "This candidate has worked on my wipers, oil changes, painting and multiple instances of body work and other normal wear and tear items. I have purchased a 1945 Ford truck and John is currently restoring the body for me. He is doing a fantastic job and is very knowledgeable about body repair, parts and priming as well as painting. He attends professional development courses on collision and repair, and the certificates are attached."

This is sample language for guidance purposes. It should not be copied and utilized in letters for the applications. Relevant examples should be used for the specific area being sought.

Should you have any questions or concerns, please do not hesitate to reach out to our office.