

**VERIFICATION OF EXPERIENCE**

The Mississippi Department of Education requires verification of relevant work experience for the issuance of certain educator and/or administrator licenses. If the experience was completed under more than one employer, a separate form must be submitted for each employer.

**TO BE COMPLETED BY THE APPLICANT:**

\_\_\_\_\_ *Last Name*                      *First Name*                      *Middle/Maiden*                      \_\_\_\_\_ *Educator ID #*

**TO BE COMPLETED BY CURRENT AND/OR PREVIOUS EMPLOYER:**

This is to certify that \_\_\_\_\_ has served satisfactorily in our district/school/organization in the following position(s) during the dates specified:

<b>Name of District/School/Organization</b>	<b>Start/Ending Date Month/Day/Year</b>	<b>Total Years</b>	<b>Position/Grade Level</b>	<b>*School State Accredited? Yes/No/NA</b>
				<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
				<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
				<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA

**Note:** Teaching/Administrative Experience is defined as experience accrued by a properly licensed staff member under legal contract with an accredited public or private elementary or secondary (N-12) school, or Teaching/Administrative experience accrued at a state-approved or regionally/nationally accredited Community/Junior College or Institution of Higher Education. Experience as an intern, graduate assistant, student teacher, or in a position such as substitute teacher, aide, or clerical worker will not be considered.

**\*Select "NA" if applying for a Three-Year Alternative Administrator License for Non-Education Prospective Superintendents.**

\_\_\_\_\_  
*Signature of Superintendent, Principal, or Personnel Staff*

\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*Typed or Printed Name*

\_\_\_\_\_  
*Phone*

\_\_\_\_\_  
*Name of District/School/Organization*

\_\_\_\_\_  
*State*

\_\_\_\_\_  
*Date*