

OCCUPATIONAL EXPERIENCE VERIFICATION

One of the requirements for granting a credential to teach Career and Technical Education is the verification of successful paid occupational experience (non-teaching) in the specific skill area to be taught, (Self-employment must be documented with support such as tax records, letters of customers, etc.).

Important: Please read page 2 of this form for verification guidelines and specific occupational experience requirements.

This form should be submitted with the Career and Technical Education Credential Application. Please duplicate for additional employer use.

TO BE COMPLETED BY THE APPLICANT

Name Phone

Address: _____

For application for a Colorado CTE Credential to teach _____,
Program Pathway

I authorize my present or former employer to furnish the following information:

Applicant Signature

This form is not valid unless ALL the following areas are complete.

TO BE COMPLETED BY THE EMPLOYER OR SELF (IF SELF-EMPLOYED):

Please return this form to the above applicant after completion

The above named person was employed from _____ to _____

This was Full _____ Part _____ Time Please note total hours
(1 year full time = 2,000 hours)

He/She was employed as a _____
Job Classification

Description of Duties: _____

Firm _____

Address (mailing or e-mail) _____

Phone _____

Printed Name: _____

Signature _____

OCCUPATIONAL EXPERIENCE VERIFICATION GUIDELINES

All occupational experience must be after age 16 and must be within the **LAST 5 YEARS**. Note: One year of full time employment = 2,000 hours.

Please complete the top portion and forward to an employer to complete the second portion. Please request the employer to return the form to you. Keep a copy for your records and submit the original with your application materials.

Occupational Experience Requirement:

All Colorado Credentials have criteria for each Pathway. Please verify the necessary requirements for the pathway you are applying.

Other types of occupational experience accepted:

- **Letters of reference from employers stating employment dates and duties**
- **Military discharge papers (DD 214) or other military verification of duties performed and dates**
- **Self-employment: Complete the form (both sections) and include the first page of an income statement or a Schedule C from Income Tax forms or letter of reference from customers.**

For closed business, no records available or unavailable employers, please complete both sections and copies of W-2 forms relative to first and last dates of employment.

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