Experience Verifications (EV)

Message to Former Employees

We utilize Verifent to respond to Experience Verification requests to streamline responses and for data security purposes. To request an Experience Verification to be complete, please follow the steps below:

Step 1: Visit Verifent

A. Visit www.verifent.com . Click 'Let's Get Started Now' > Employees > 'Initiate Experience Verification'

Step 2: Hiring School District

A. Click 'Choose a Hiring School District'
B. Enter the Hiring District
   a. If your Hiring District does not drop down as you type, click 'School District Not Found', and select the State that your Hiring District is located. Go to Step 3.
C. Toggle the button to 'Yes' or 'No' if you want a completed form sent to your Hiring District.
D. Click 'Save Hiring District.' *

Step 3: Enter Your Information

a. Choose forms to request.
b. Enter your information and click 'I Agree.'
c. Click the link on the confirmation email.

Step 4: Former School District(s)

A. Click 'Enter ALL Former School Districts'
B. Enter the Former District(s) that you need an Experience Verification from.
   a. If your Former District(s) does not drop down as you type under 'Former School District Lookup', click 'Enter New District', and enter the information requested.
   Note: Multiple Former Districts can be selected
C. Click 'Close' and 'Next Step'

Step 4: Choose 'Premium Plus' or 'Premium'

Verifent will notify you of the progress of your requests through email. If you have any questions, please contact our Support Team at support@verifent.com.

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