CYPRESS FAIRBANKS
INDEPENDENT SCHOOL DISTRICT
LEARN • EMPOWER • ACHIEVE • DREAM

HUMAN RESOURCES
KATY CORBETT, HR DIRECTOR

FOR OUT-OF-COUNTRY SERVICE

Regarding out of the country teaching experience, in order to have these years considered for salary credit it is necessary to fulfill requirements established by the Texas Education Agency (TEA).

Attached are the procedures for verifying years of service for employers outside the United States according to the TEA guidelines. You may also want to review the Commissioner's Rules on Creditable Years of Service located in the TEA website www.tea.state.tx.us Please note that the Organization's Official Stamp or Seal must be affixed to the service record.

Included in this packet is the Teacher Service Record form. All service must be shown on this form, with columns #1 - #8 filled out, with one year of service per line. See sample form for assistance in listing the service experience. The superintendent's (or an authorized representative) signature and title must be in column #9. **In addition to this form, it is necessary to meet the additional requirements as established by the TEA** (as shown in the attached procedures for verifying years of service mentioned above).

It is the responsibility of the teacher to provide verification of full-time teaching experience on these forms. Experience acceptable for salary credit purposes must be earned in a public or private school that is accredited by an accrediting association recognized by the Texas Education Agency. Service Records received from out-of-the-country will be subject to the TEA for further certification. You must have been fully certified teacher and served in a contracted position for a minimum number of 90 full-time days as established by the TEA for the experience to be acceptable for salary consideration.

Please have the documents emailed to HRProfessional@cfisd.net. To be considered an official service record, it must come directly from the previous employer to Cypress Fairbanks ISD, and may not be forwarded by the employee.

Procedures for Verifying Years of Service for Employers Outside the United States

If the previous employer is a statutorily recognized accredited institution:
If all forms are completed correctly and the previous employer was a public school, college or university or a private school, college or university accredited by a recognized accrediting agency listed in subsection (a)(15) of the Commissioner's Rules on Creditable Years of Service, there is no need to contact the Department of Education or the Higher Education Authority of that country. The records will be analyzed, and a decision will be made by the TEA.

If the previous employer is not a statutorily recognized accredited institution:
If all forms are completed correctly and the former employer was a private school, college or university, and the Verification of Accreditations Status states that the school was accredited by the Department of Education or the Higher Education authority of that country, the following **additional** steps must be taken:

The teacher/requestor must contact the Department of Education or the Higher Education Authority of that country to request a letter, on Department of Education or Higher Education Authority letterhead stating the following:

1. The name of the school, college, or university
2. Location of the school, college, or university
3. Public or private status
4. The institution's accreditations status with the Department of Education or the Higher Education Authority of that country
5. The years of accreditations (From/To)
6. Official signature with the name and title of the public official signing the letter.
7. The official stamp of the Department of Education or the Higher Education Authority
8. Contact information of the public official for future communication to include a phone number, fax number and email address.
9. A copy of the rules, regulations and standards concerning the accreditation procedures between the Department of Education or the Higher Education Authority and the private schools or colleges and universities of that country. The rules, regulations, and standards must be provided in the official language of the foreign country and an official English translation.

Please Note:

a) The Texas Education Agency (TEA) only recognizes the accreditation status of a foreign school granted by that country's Department of Education or the High Education Authority and not by a third-party organization merely recognized by the Department of Education or the Higher Education Authority
b) The accreditation process must be a function conducted by the Department of Education or the Higher Education Authority of the foreign country.
c) TEA will not accept the process through which the school has been recognized, licensed, affiliated, approved, incorporated, nor given a permit to operate. Please refer to the Commissioner's Rules on Creditable Years of Service, 19 TAC subsection 153.1021 (h) (13) (E).
d) It is the responsibility of the school district to maintain a copy of the applicant's entire service record.

It is the responsibility of the foreign country to provide relevant, credible, and accurate information before any credit is given.

For additional questions or concerns, please contact:
Joseph W. Mezher
512-463-7285
Joseph.mezher@tea.state.tx.us

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HUMAN RESOURCES
KATY CORBETT, HR DIRECTOR

_____
Date

_____
Name of Out of Country School

_____
Address

_____
City, State, Zip

Re: _____
Teacher's Name

_____
Last 4 Digits of Social Security

To Whom It May Concern:

I have been employed by Cypress Fairbanks Independent School District for the current school year. My employment years with your District were _____.

Please complete the enclosed forms and return directly to HRProfessional@cfisd.net. To be considered an official service record, it must come directly from my previous employer to Cypress Fairbanks ISD, and may not be forwarded from the employee.

Thank you,

_____
Signature

_____
Teacher's Address

_____
City, State, Zip

III. If the previous employer is not a statutorily recognized accredited institution:

[Accrediting agency is NOT listed under Title 19, Part 2, Chap.153, §153.1021 (a)(15)]

If all forms are completed correctly and the former employer was a private school, college or university, and the Verification of Accreditation Status states that the school was accredited by the Department of Education or the Higher Education Authority of that country, the following additional steps must be taken:

The teacher/requestor must contact the Department of Education or the Higher Education Authority of that country to request a letter, on Department of Education or Higher Education Authority letterhead stating the following:

1- The name of the school, college, or university

2- Location

3- Public or private status:

4- The institution's accreditation status with the Department of Education or the Higher Education Authority of that country.

5- The years of accreditation (From/To);

6- Official signature with the name and title of the public official signing the letter

7- The official stamp of The Department of Education or the Higher Education Authority

8- Contact information of the public official for future communication to include a phone number, fax number and email address

9- A copy of the rules, regulations, and standards concerning the accreditation procedures between the Department of Education or the Higher Education Authority and the private schools or colleges and universities of that country. The rules, regulations, and standards must be provided in the official language of the foreign country and an official English translation.

Please note:

a) The Texas Education Agency (TEA) only recognizes the accreditation status of a foreign school granted by that country's Department of Education or the Higher Education Authority and not by a third-party organization merely recognized by the Department of Education or the Higher Education Authority.

b) The accreditation process must be a function conducted by the Department of Education or the higher Education Authority of the foreign country.

c) TEA will not accept the process through which the school has been recognized, licensed, affiliated, approved, incorporated, nor given a permit to operate. Please refer to the Commissioner's Rules on Creditable Years of Service, 19 TAC §153.1021 (h) (13) (E).

d) It is the responsibility of the school district to maintain a copy of the applicant's entire service record. It is the responsibility of the foreign country to provide relevant, credible, and accurate information before any credit is given.

For additional questions or concerns, please contact:

Joseph W. Mezher (512) 463-7285

Joseph.mezher@tea.state.tx.us

Instructions for Completing Form
(All columns must be completed unless otherwise indicated)

1. School Year – Corresponds to the school term or scholastic school year (September 1 – August 31) that employment is claimed. **No more than one year of experience can be shown on one line.**

2. State or Country – Enter state or territory of USA. Enter name of Foreign Nation if applicable.

3. County or Equivalent – Enter county or parish in USA. Enter APO of Department of Defense (DOD) Schools and names of sub-territories of Foreign Nations.

4. School District or Institution – Enter name of Public School Districts and names of Private Schools and other institutions. Give sufficient information in this column to identify the school for accreditation purposes.

5. Enter Grade Level Taught – If more than one grade, enter span ie: 2-6, 7-12, etc. Enter SUPV for Supervisor, CONS for Counselor, PTP for Part-time Principal, FTP for Full-time Principal, and SUPT for Superintendent.

6. % of Days Employed – Enter percentage of the school day employee is employed. Full day is reported as 100%, one-half day is reported as 50%.

7. No. of Days – Enter the number of days employed during the school term for public schools and private schools. Enter number of days employed during the scholastic school year (Sept. 1 – August 31) for colleges/universities. An employee must have been fully certified and served in a contracted position for at least 90 full-time days for experience to be acceptable for salary credit. **We will not be able to accept the service record without this column completed**.

8. Dates of Service – Enter beginning and ending dates of employment in the school term or scholastic school year.

9. Only Authorized Signatures Acceptable – Each line on the record must be verified by the signature and title (in ink) of an authorized official of the school system involved. Such official, if not the superintendent of the school, must have been authorized to sign personnel records of the institution by the governing board of that institution.

*This is a legal document: erasures, ditto marks, liquid paper corrections and stamped signatures are not acceptable.

See Sample on Reverse Side

Verification of Accreditation Status

TR

Office of Educator Certification

Last Name	First Name	Initial

Social Security Number

Employment Information

One of our employees has indicated previous employment with your institution. The information requested below is needed to determine whether the experience may be claimed for salary increment purposes. To assist us in our evaluation, the following information is requested.

Previous Employment From	Previous Employment To

Institution Information

1. Was this institution during the school year(s) indicated above operated by or under the jurisdiction of a governmental unit in the state in which this institution is located?
   (' Yes
   (' No

If Yes, please provide the name of the governmental unit

2. Was this institution during the school year(s) indicated above accredited by a United States regional accrediting agency or by the state or national government in which this institution is located?
   (' Yes
   (' No

If Yes, please provide the name of the accrediting agency or governmental unit

3. Is this a Public or Private School?
   (' Public
   (' Private

We appreciate your cooperation in completing this form at your earliest convenience.

Name of Institution

Signature of Person completing form	Title of Person Signing

The organization's official stamp must be included on the form if service from outside of the United States is reported. For public schools, colleges and universities, the country's Department of Education is the organization official stamp.

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Name SMITH MARTHA A
(Last) (First) (Middle Initial)
Please print or type

Social Security No. 451-97-1174

Written Signature of Teacher

TEACHER SERVICE RECORD

FOR VERIFICATION OF SERVICE OUTSIDE TEXAS PUBLIC SCHOOLS

USE A SEPARATE LINE FOR EACH SCHOOL YEAR. This is a legal document:erasures, ditto marks, liquid paper corrections and stamped signatures are not acceptable.

(1) School Year	(2) State	(3) County	(4) School District	(5) Grade Level Taught	(6) % Day Employed 50% = half day 100% = full day	(7) No. Days Worked	(8) Beginning Work Date Mo. Day Yr.	(8) Ending Work Date Mo. Day Yr.	(9) Signature of Superintendent, trustee, or personnel administrator (each line)
1966-67	Ohio	Tarrant	Forest Hill	9-12	100%	183	8/12/1966	5/29/1967	*Robert Smith* Supt.
1967-68	Ohio	Tarrant	Forest Hill	12	100%	91	1/6/1968	5/29/1968	*Robert Smith* Supt.
1968-69	Ohio	Tarrant	Forest Hill	12	100%	190	8/12/1968	5/29/1969	*Robert Smith* Supt.

SAMPLE

Please State Title

Name _____

(Last) (First) (Middle I)

Please print or type

Social Security No. _____

_____

Written Signature of Teacher

TEACHER SERVICE RECORD

FOR VERIFICATION OF SERVICE OUTSIDE TEXAS PUBLIC SCHOOLS

USE A SEPARATE LINE FOR EACH SCHOOL YEAR. This is a legal document:erasures, ditto marks, liquid paper corrections and stamped signatures are not acceptable.

(1) School Year	(2) State	(3) County	(4) School District	(5) Grade Level Taught	(6) % Day Employed 50% = half day 100% = full day	(7) No. Days Worked	(8) Beginning Work Date Mo. Day Yr.	(8) Ending Work Date Mo. Day Yr.	(9) Signature of Superintendent, trustee, or personnel administrator (each line)

Please State Title