

College Teaching Experience Example

(Used to satisfy in-service requirement for Renewal)

Acceptable documentation of experience shall be a letter on college/university letterhead from the REGISTRAR or DEAN (not assistant Dean, Associate or Department Chair) from the accredited or approved institution verifying: (1) the dates courses were taught, (2) the prefix, number, and semester hour credits of the courses taught and (3) a repeated course will only count as one course.

The experience may have been earned at any time, from different institutions, and does not have to be continuous.

Experience is acceptable, provided that:

- a. Courses resulted in earned college level credit for the students in at least one course each semester.

1 credit taught = 20 in-service points

~~~SAMPLE LETTER~~~

**PALM BEACH STATE COLLEGE**  
DIVISION OF MATHEMATICS, Engineering and Science  
4200 Congress Avenue  
Lake Worth, FL 33461  
561.000.0000 Office  
561.000.0000 Fax

April 14, 2015

To: Human Resources/Certification Division  
Palm Beach County School District

This is to confirm that [REDACTED] has been working as an adjunct professor at Palm Beach State College for the past 5 ½ years, since January 2010. During this time he has taught the following college credit courses for the science department:

1. **Anatomy and Physiology 1 Lecture (BSC2085)** - 48 class hours, 3 credits; [REDACTED] has taught this class 13 times.
2. **Anatomy and Physiology 2 Lecture (BSC2086)** - 48 class hours, 3 credits; [REDACTED] has taught this class 7 times.
3. **Anatomy and Physiology 1 Lab (BSC2085L)** - 48 class hours, 1 credit; [REDACTED] has taught this class 31 times.
4. **Anatomy and Physiology 2 Lab (BSC2086L)** - 48 class hours, 1 credit; [REDACTED] has taught this class 34 times.

If you need further information regarding the classes he has taught for us, please do not hesitate to contact us.

*[Signature]*  
Carlos F. Ramos, Associate Dean  
Division of Math, Engineering and Science  
Palm Beach State College  
4200 Congress Avenue – MS #56  
Lake Worth FL 33461-4796  
561-868-3886  
Office: NS 103

*[Signature]*  
Dr. Irvin Berkowitz  
Dean of Academic Affairs  
Palm Beach State College  
4200 Congress Avenue – MS #12  
Lake Worth FL 33461-4796  
561-868-3218  
Office: CE 104

Must be signed by the DEAN or the REGISTRAR.

 BELLE GLADE | BOCA RATON | LAKE WORTH | PALM BEACH GARDENS [www.PalmBeachState.edu](http://www.PalmBeachState.edu)

This is just a sample so you can see how it may look, they may list the courses in more of a table format if they choose, the important part is that it contains all required information.