



# SOUTH CAROLINA STATE DEPARTMENT OF EDUCATION

**Experience Verification Form**  
 Division of Federal, State, and Community Resources  
 Office of Educator Services  
 8301 Parklane Road  
 Columbia, SC 29223  
<http://ed.sc.gov> | web  
 (803)896-0368 | fax  
[certification@ed.sc.gov](mailto:certification@ed.sc.gov) | email

- Educators: Please use one form per employer.
- Human Resources/Payroll Personnel: Separate entries by year. If the educator was a full-time employee, please enter the number of days worked per year as indicated below.
- Incorrect or incomplete forms will not be processed by the Office of Educator Services and will be returned to the educator.

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_ Former Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Date: \_\_\_\_\_

The following information must be completed by Human Resources/Payroll Personnel.

### PreK-12 Experience

Name of School/Institution: \_\_\_\_\_

**Required** (check one)    **Public**    **Private**

	Beginning Date of Service (mm/dd/yyyy)	Ending Date of Service (mm/dd/yyyy)	Full Time	Part Time		Position/Title   Grade   Subject
			Days worked per Year	Hours worked per Day	Days worked per Year	
1						
2						
3						
4						

### Professional Education Experience

Organization/Company	Beginning Date of Service (mm/dd/yyyy)	Ending Date of Service (mm/dd/yyyy)	Hours worked per Week	Position/Title (Please attach Job Description)

### Higher Education (College & Administrative) Experience

College, University, or Technical Institution	Beginning Date of Service (mm/dd/yyyy)	Ending Date of Service (mm/dd/yyyy)	Total Semester Hours taught between July 1 and June 30	Position/Title   Subject

**I certify that this verification omits leave of absence periods and that all information is complete and correct according to the official records of this school system.**

HR/Payroll Personnel Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

- This form may be submitted by mail, fax, email, or hand-delivery to the contacts listed above.
- Status of requests can be confirmed from the Educator Certification website. Any changes, additions or modifications to a certificate may be confirmed and printed by the educator from the View Certification Status page on our secure website at <http://ed.sc.gov>.



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**Experience Credit Guidelines**

For an individual to receive the experience listed, the experience must be post-baccalaureate and the educator must verify full-time or part-time employment in one of the following educational positions:

**PreK – 12** experience is defined as a professional position in Head Start, Kindergarten through grade 12, School Administration, Adult Education, Home Bound, or Teacher’s Aide in a public, private, or parochial elementary or secondary school.

**Professional Education** experience is defined as a professional education position in a city, county, state, or federal educational system that supports the primary education program of school-aged or adult population; a professional education or training position in a privately funded education program for school-aged or adult populations; or a position description is required.

**Higher Education** (College and Administrative) experience is defined as a professional position in a regionally accredited institution of higher education, or an institution with teacher education programs approved by the South Carolina Department of Education.

**Guidelines for Calculating Higher Education (College/Technical College) Experience Credit**

For professional instructional personnel in higher education settings, the following table is used to compute experience credit based on semester hours taught. The school year is the period between July 1 and June 30, and a total of 24 semester hours per school year is considered full time teaching.

Semester Hours Taught	Credit Earned (Years)
3	0.1
6	0.2
9	0.3
12	0.4

Semester Hours Taught	Credit Earned (Years)
15	0.5
18	0.6
21	0.7
24	1.0

**Please Note:**

- Full-time equivalents (FTEs) will be based on the 190-day school year for computation.
  - The minimum experience to be credited shall be one-tenth (.1) FTE per year; the maximum experience to be credited shall be (1) FTE per year. A school day is defined as a minimum of seven hours.
- One (1) year of experience may be credited provided the teacher is employed in a full-time position for a minimum of 152 days.
  - Partial-year experience will be calculated on a pro-rated scale to determine the credit documented.
- Summer school teaching credit will be calculated at the rate of:
  - Two (2) days of summer school as the equivalent of one (1) regular school day provided the teacher works one (1) session for four (4) hours per day, or one (1) regular school day provided the teacher works two (2) sessions for eight (8) hours per day.
  - Effective July 1, 2001 summer school teaching credit may be added to the preceding partial school year. (eg: 20 full-time days from summer 2013 can be added to 132 full-time days on file for the 2012-2013 school year to create a full year of experience.)
- **Private** school experience is defined as a professional education or training position in a privately funded education program for school-aged or adult populations.
- **Public** school experience is defined as a professional education position in a city, county, state, or federal educational system that supports the primary education program for school-aged or adult populations.
- Any forms submitted in lieu of this South Carolina experience documentation form *must* include the specific information listed on this form.
- All recent public school experience from out-of-state must come from the correlating district office where the school was located. Professional Certification through reciprocity cannot be awarded without this proper documentation.