

TO: Instructional Employee and Previous Employer

FROM: Human Resources, Pinellas County Schools

SUBJECT: Verification of Teaching Experience

NEW HIRE INSTRUCTIONS:

The experience which determines salary must be earned in an accredited public school. Any other accredited private school and/or employment with the Department of Defense requires a copy of the accreditation to be submitted along with this verification form from your previous employer.

Complete a Verification of Teaching Experience form for each former school/eligible workplace. Submit this form directly to your former employer for completion. Each form has room for twelve (12) entries, if you have more than twelve (12) years of experience with a previous employer, please complete multiple forms as needed.

If you are seeking credit for military experience, you must provide Human Resources a copy of your DD-214 form for verification. A maximum of three (3) military years will be accepted.

You must have had a bachelor's degree, be fully certified and served in a contracted position for one day over half of the required full-time duty days (**100+ days**) to receive a year of credit.

Send the Verification of Teacher Experience forms(s) directly to your previous employer(s). Once completed by your previous employer(s), they are instructed to return the form(s) to Pinellas County Schools. Please do not duplicate their efforts.

PREVIOUS EMPLOYER INSTRUCTIONS:

The experience which determines salary must be earned in an accredited public school. Other accredited private schools and/or employment with the Department of Defense, **must have a copy of their accreditation submitted with the verification of teaching experience form.**

New Hire must have had at least a bachelor's degree during employment.

Credit for a year of service is only given when the period of service exceeds one-half of an annual contractual period by at least one day (**100+ days**).

Each school year of employment MUST be entered on a separate line on the form (see example on the form). Please complete all boxes.

Complete the school district's name, address, city, state, zip code and email address.

This form must be signed by an official of the institution who is authorized to sign personnel records. Complete the official's job title, contact information, signature and date completed on the form.

The verification of experience form must be received within one (1) year from date of hire.

PLEASE RETURN THE FORM TO VOE@PCSB.ORG

Incomplete forms will be returned to the previous employer for updating

Should you have any questions, please contact our HR Specialists by emailing your questions to VOE@PCSB.ORG.

Thank you for your cooperation in verifying the new hire's previous experience

PINELLAS COUNTY SCHOOLS
VERIFICATION OF TEACHING EXPERIENCE

New Hire Section: Complete this section and send to your former school/eligible workplace.

New employees will be granted credit on the instructional salary schedule for all verified public and/or accredited private school experience. A maximum of three (3) years for military experience may also be granted with the submission of a DD214

For salary purposes, the verification of experience form must be received within one (1) year from date of hire.

Last Name (current or former if applicable) _____ First Name _____ Middle Name _____ Last 4 of SS # _____ Date _____

I have been appointed to a position for the 20____/20____ school year at _____ school with Pinellas County Schools.

(New Hire – DO NOT write below this line – STOP HERE)

Previous Employer Section: (Please complete this section for your former employee)

The above new hire has been appointed to an instructional position with Pinellas County Schools. Please verify the new hire instructional full-time experience under contract with your organization.

Credit for a year of service is only given when the period of service exceeds one-half of an annual contractual period by at least one day (**100+ days**). **Each school year of service must be listed separately in the table below.**

Experience which determines salary must be earned in an accredited public school. Only fulltime experience will be accepted.

Accredited private schools and/or employment with the Department of Defense, **must have a copy of their accreditation submitted with the verification of teaching experience form.**

Each school year of employment MUST be entered on a separate line on the form (see example). Please complete all boxes.

School Year(s) MM/YY-MM/YY	Name of School District	Contractual Days in School Year	Actual Days taught in School Year	Public School	Private School	Hours per Week	Instructional Position Held	PCSB Use Only
Ex: 09/21-06/22	Public School (Example Only)	198	173	X		37.5	Teacher	XXXX
Ex: 08/22-6/23	Public School (Example Only)	198	198	X		37.5	Teacher	XXXX

Complete any additional years on a separate form

School District Name: _____

Address: _____

City: _____

State: _____ Zip Code: _____

Name of Official: _____

Job Title: _____

Email Address: _____ Phone Number: _____

Official's Signature: _____ **Date:** _____

HR Use Only:

Years Verified: OUT _____

FL _____

By: _____

Date: _____

PLEASE RETURN THE FORM TO VOE@PCSB.ORG