

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](mailto: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](mailto:VOE@PCSB.ORG).

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

