



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, <u>must have a copy of their accreditation submitted with the verification of teaching experience form.</u>

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 <u>MUST</u> 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 <u>VOE@PCSB.ORG</u>.

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.

Last Name (current or former if applicable) First Name

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.

Middle Name

Last 4 of SS #

Date

I have been appointed to a position for the 20/20 school year at Pinellas County Schools.						school with		
T IIICIIAS OOUIT	•	NOT write belo	ow this line – STO	OP HERE)				
Previous Emp	ployer Section: (Please complete	this section	for your form	ner emplo	yee)			
The above new new hire instru	v hire has been appointed to an instr ctional full-time experience under co	ructional posi ontract with y	ition with Pinel our organization	las Count on.	y Schoo	ls. Pleas	e verify the	
Credit for a yea	ar of service is only given when the p	period of service	vice exceeds o	ne-half of ed separa	an annu I tely in t	ıal contra : he table	actual period below.	
Experience whaccepted.	ich determines salary must be earn	ed in an accr	edited public s	school. <u>O</u>	nly fulltir	ne exper	ience will be	
Accredited privaccreditation	rate schools and/or employment with submitted with the verification of	n the Departr teaching ex	ment of Defens perience forn	se, <u>must l</u> n.	nave a c	opy of t	<u>heir</u>	
Each school ye	ar of employment MUST be entered o	n a separate	line on the forn	n (see exa	mple). P	lease con	nplete all box	es.
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
•	additional years on a separate form Name:					IR Use O	nly:	

PLEASE RETURN THE FORM TO VOE@PCSB.ORG

_____ Phone Number: ____

Official's Signature:

City:

Email Address:

Address:

Name of Official:

State: _____ Zip Code: _____

Job Title:

FL _____

By: _____

Date: ___

Date: _____