

TO: New Instructional Employee and Previous Employer  
FROM: Human Resources, Pinellas County Schools  
SUBJECT: Verification of Teaching Experience

**Candidate instructions for verification of previous teaching experience.**

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 work place/eligible work place. Submit this form directly to your former employer for completion. Each form only has room for seven (7) entries, if you have more than seven (7) 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 Teaching Experience form(s) directly to your previous employer(s). Once completed by your previous employer(s), the form(s) should be sent directly to the [VOE@pcsb.org](mailto:VOE@pcsb.org) inbox for Pinellas County Schools.**

**Previous employer criteria and instructions for verification of previous teaching experience.**

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.

Candidate 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 and zip code.

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 and date completed on the form. All forms must be notarized.

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

**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 the Human Resources Specialists for assistance, Loretta Spicer at 727-588-6334 or Deneen Wyman at 727-588-6292.

Thank you for your cooperation in verifying the candidate's previous experience.

**PINELLAS COUNTY SCHOOLS  
VERIFICATION OF TEACHING EXPERIENCE**

**Candidate Section:** complete this section and send to your former school work place/eligible work place.

New employees will be granted credit on the instructional salary schedule for all verified public school experience in accordance with state law with a maximum of three (3) years for military experience. **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 \_\_\_\_\_ school year at \_\_\_\_\_.  
(i.e., 2021-2022)                      PCS School Name

**(Applicant – DO NOT write below this line. STOP HERE)**

**Previous Employer: Please complete this section for your former employee**

The above candidate has been appointed to an instructional position with Pinellas County Schools. Please verify the candidate's 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 on the form below.

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.**

**Return to [VOE@pcsb.org](mailto:VOE@pcsb.org)**

School Year(s) MM/YY- MM/YY	Name of School District	Contractual Days in School Year	Actual Days taught in School Year	School type		Hours per Week	Instructional Position Held
				Private	Public		
<i>Ex: 09/17-06/18</i>	<i>Pinellas County Public Schools (Example)</i>	<i>198</i>	<i>173</i>		<i>X</i>	<i>37.5</i>	<i>Teacher</i>

**Complete any additional years on a separate form**

School District Name: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

\_\_\_\_\_  
Name of Official (Please print)                      Job Title                      Phone Number

Email Address \_\_\_\_\_

\_\_\_\_\_  
Official's signature                      Date completed

**State of** \_\_\_\_\_

**County of** \_\_\_\_\_

**Sworn to (or affirmed) and subscribed before me this** \_\_\_\_\_ **day of** \_\_\_\_\_, **20**\_\_\_\_\_.

**by means of** \_\_\_\_\_ **physical presence or** \_\_\_\_\_ **online notarization.**                      **Notary Stamp**

**Select one:** \_\_\_\_\_ **Personally known or** \_\_\_\_\_ **Produced Identification (list type below)**

**Type of Identification Produced:** \_\_\_\_\_

**Notary Signature:** \_\_\_\_\_