

MISSISSIPPI COLLEGE EDUCATIONAL LEADERSHIP PROGRAM
VERIFICATION of TEACHING EXPERIENCE

Applicants for leadership programs are required to show proof of at least three (3) years of teaching experience. This form should be completed and included as part of the applicant's portfolio, which is submitted directly to the program coordinator.

To be completed by applicant:

Name _____ MC ID # _____
Last First Middle/Maiden
 Address _____ City, State, Zip _____

****NOTE: If your three years' teaching experience was split between two or more school districts, you may make a copy of this form to send to each applicable district.**

The information below is to be completed by School District Administrator or Human Resources office and returned to the applicant for inclusion in the application packet:

**This is to certify that educator _____,
 has successfully completed _____ years of experience as a K-12 classroom teacher
 in our district:**

Note: Teaching Experience is defined as experience accrued by a properly licensed staff member in a grade or subject under legal contract to an accredited public, private, elementary, or secondary (N-12) school; or teaching experience accrued at a state-approved or regionally/nationally accredited Community/Junior College or Institution of Higher Learning.

** Examples: 2nd grade elementary teacher, 8th grade biology teacher, etc.*

*Educational experience as an intern, graduate assistant, student teacher or in positions such as substitute teacher, aide, or clerical worker **will not** be considered appropriate.*

Name of School	Start/Ending Date Mo/Day/Year	TOTAL YEARS	POSITION Or GRADE*	School State Accredited? (Yes or No)

Signature of Human Resources or Personnel Director

Position

Name of School District

Date

State

Phone