

**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 \_\_\_\_\_ Social Security # \_\_\_\_\_  
*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 \_\_\_\_\_,  
 Social Security # \_\_\_\_\_, 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: 2<sup>nd</sup> grade elementary teacher, 8<sup>th</sup> 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.*

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

\_\_\_\_\_  
*Signature of Human Resources or Personnel Director*

\_\_\_\_\_  
*Position*

\_\_\_\_\_  
*Name of School District*

\_\_\_\_\_  
*Date*

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

\_\_\_\_\_  
*Phone*