

Verification of Experience for Permanent/Professional School Administrator Supervisor/School Building Leader Certificate

To review your experience for Permanent School Administrator and Supervisor or Professional School Building Leader certification, you must submit additional documentation with your application, in order for the experience to be verified.

Commissioner's Regulations require, for Permanent/Professional certification, two/three years of school experience in an administrative and or supervisory position. To have your experience considered, please request the Chief School Officer (Superintendent in public schools) complete and return this form, and send supporting documentation noted below, to the above address. **NOTE: If your experience has been with the NYC Department of Education, you can not use this form. Instead, contact the Office of Supervisory Staffing supvsupport@schools.nyc.gov and they will verify your experience with us electronically.**

Name (print clearly) _____
(First) (Middle) (Maiden) (Last)

Date of Birth: ____/____/____ Last 4 SS#: _____

1. The candidate named above was appointed to the position of: _____
On ____/____/____ and served in the position until ____/____/____
2. The number of periods in the school day is _____.
3. A full-time teacher is contractually required to teach _____ periods per day.
4. The number of contractual periods per day in which the teacher was assigned to administrative/supervisor duties was _____. The number of contractual periods per day in which the teacher was assigned to teaching duties was _____.
5. The number of teachers or other professional (certificate holding) employees supervised by the candidate was _____.

If all the administrative experience to be reviewed is not in one of the traditional titles, Principal, Assistant Principal, Department Chairperson etc, then additional documentation from the Superintendent is needed as listed below:

- a. An official statement giving a detailed job description of the administrator position held.
- b. Organizational chart of school administration showing where you fit in the school structure.
- c. A copy of the administrator's daily schedule.
- d. Date of appointment and, for public school services, a copy of the board resolution.
- e. The percentage of time devoted to each major duty assignment.
- f. Verification that the job is not a classified civil service appointment.
- g. Verification of whether the applicant is in the administrative or teacher's tenure - or both.

(Signature of Chief School Officer) (Date) Administrative Title

(Name of School) (Address)

Your failure to submit any of the above requested documentation will result in a delay in the processing of the application.