

## Verification of Paid Experience Form for School Building Leaders/School Administrator Supervisors

**This form must be completed and submitted by one of the following individuals:** Superintendent, Superintendent's designee, Director of Human Resources, or Chief School Officer of the approved non-public/independent school.

**New York State employers with access to TEACH** should submit a Superintendent Statement through the TEACH Online System instead of this form, if the paid experience to be verified is in one of the traditional administrative titles (e.g., Principal, Assistant Principal). Experience in all other administrative titles must be verified using this form.

**NYCDOE administrative experience** must be verified electronically by the NYCDOE Supervisory Staffing Unit. The NYCDOE Supervisory Staffing Unit does not use this form and can be contacted at: (718) 935-2822 or [SupervisorySupport@schools.nyc.gov](mailto:SupervisorySupport@schools.nyc.gov).

### **Instructions**

The form must be completed and submitted **by the employer** and must be sent to the Office of Teaching Initiatives via email to [otiexpverif@nysed.gov](mailto:otiexpverif@nysed.gov). **The Office of Teaching Initiatives does not accept the form if it is sent by the applicant.** It is suggested that the employer provide the certificate holder with a copy of this completed form for his/her records.

The end date of employment must be on or before today's date; future end dates, "to present", and/or incomplete forms will not be accepted. For part-time or full-time experience that was not for an entire academic year, the number of full-time equivalent days worked must be included.

<b>Employee Information</b>		
First Name:	Last Name:	Middle Initial:
Date of Birth: ____/____/____ (mm/dd/yyyy)	Last 4 Digits of Social Security Number:	
Certificate title(s) for which the certificate holder is requesting this form be completed:		
<b>Employment Year 1</b> – A maximum of 180 full-time days in an academic year can be accepted (July 1 – June 30).		
Position (Title):		
<input type="checkbox"/> <b>Full-time:</b> Total number of full-time equivalent days worked: _____ From: ____/____/____ (mm/dd/yyyy) to: ____/____/____ (mm/dd/yyyy)		
<input type="checkbox"/> <b>Part-time:</b> Total number of full-time equivalent days worked: _____ <i>Hourly employment must be converted to full-time equivalencies.</i> From: ____/____/____ (mm/dd/yyyy) to: ____/____/____ (mm/dd/yyyy)		
For positions other than Principal or Assistant Principal, please answer #1-5 below. For Principal or Assistant Principal positions, skip #1-5.		
1. Was the position in the unclassified service (not civil service)? <input type="checkbox"/> Yes <input type="checkbox"/> No		
2. The number of contractual periods per day that the educator was assigned to administrative duties was _____.		
3. The number of contractual periods per day that the educator was assigned to teaching duties was _____.		
4. The number of teachers or other certified professionals supervised by the educator was _____.		
5. Check the <u>type of experience</u> completed (mark only one box): <input type="checkbox"/> School building level <input type="checkbox"/> District level <input type="checkbox"/> Instructional Support Services (ISS) in professional development, pedagogical support, technical assistance, consultation, and/or program coordination offered by teachers to other school personnel.		

<b>Employment Year 2 – A maximum of 180 full-time days in an academic year can be accepted (July 1 – June 30).</b>	
Position (Title):	
<input type="checkbox"/> <b>Full-time:</b> Total number of full-time equivalent days worked: _____ From: ___/___/___ (mm/dd/yyyy) to: ___/___/___ (mm/dd/yyyy)	
<input type="checkbox"/> <b>Part-time:</b> Total number of full-time equivalent days worked: _____ <i>Hourly employment must be converted to full-time equivalencies.</i> From: ___/___/___ (mm/dd/yyyy) to: ___/___/___ (mm/dd/yyyy)	
For positions other than Principal or Assistant Principal, please answer #1-5 below. For Principal or Assistant Principal positions, skip #1-5.	
1. Was the position in the unclassified service (not civil service)? <input type="checkbox"/> Yes <input type="checkbox"/> No	
2. The number of contractual periods per day that the educator was assigned to administrative duties was _____.	
3. The number of contractual periods per day that the educator was assigned to teaching duties was _____.	
4. The number of teachers or other certified professionals supervised by the educator was _____.	
5. Check the <u>type of experience</u> completed (mark only one box): <input type="checkbox"/> School building level <input type="checkbox"/> District level	
<input type="checkbox"/> Instructional Support Services (ISS) in professional development, pedagogical support, technical assistance, consultation, and/or program coordination offered by teachers to other school personnel.	
<b>Employment Year 3 – A maximum of 180 full-time days in an academic year can be accepted (July 1 – June 30).</b>	
Position (Title):	
<input type="checkbox"/> <b>Full-time:</b> Total number of full-time equivalent days worked: _____ From: ___/___/___ (mm/dd/yyyy) to: ___/___/___ (mm/dd/yyyy)	
<input type="checkbox"/> <b>Part-time:</b> Total number of full-time equivalent days worked: _____ <i>Hourly employment must be converted to full-time equivalencies.</i> From: ___/___/___ (mm/dd/yyyy) to: ___/___/___ (mm/dd/yyyy)	
For positions other than Principal or Assistant Principal, please answer #1-5 below. For Principal or Assistant Principal positions, skip #1-5.	
1. Was the position in the unclassified service (not civil service)? <input type="checkbox"/> Yes <input type="checkbox"/> No	
2. The number of contractual periods per day that the educator was assigned to administrative duties was _____.	
3. The number of contractual periods per day that the educator was assigned to teaching duties was _____.	
4. The number of teachers or other certified professionals supervised by the educator was _____.	
5. Check the <u>type of experience</u> completed (mark only one box): <input type="checkbox"/> School building level <input type="checkbox"/> District level	
<input type="checkbox"/> Instructional Support Services (ISS) in professional development, pedagogical support, technical assistance, consultation, and/or program coordination offered by teachers to other school personnel.	
For additional years, please make copies of this page to extend the form.	
<b>Attestation of Experience</b>	
I verify that the indicated individual gained the paid experience listed above at the public/private school of which I am the Superintendent, Superintendent's designee, Director of Human Resources, Chief School Officer of the approved non-public/independent school.	
Name of School or Employer:	
Address of School or Employer:	
Print Name of Administrator:	
Administrative Title:	
Signature of Administrator:	Today's Date:        /        /        (mm/dd/yyyy)
Email:	Phone Number: (        )