

**Tennessee Department of Education – Office of Educator Licensure  
Experience Verification Form**

The information listed below is to be completed by the current or previous employer (**Superintendent, Headmaster, Agency Director, or Designated Personnel Officer**). Principals are not authorized to sign this form unless they are the designated personnel officer.

Use one line for each change in status. Do not include leave of absence periods.  
Only include experience that is **not** in the TN state data system.

**Name of Educator:** \_\_\_\_\_ **Social Security Number:** \_\_\_\_\_

**Information below to be completed by the SCHOOL SYSTEM where the teaching was performed.**

**Experience Record:** Please list experience yearly, each year on a separate line, beginning with July 1 and ending June 30.

Name of School	School System	Position and Grade Level	State	Fiscal Year, July 01 - June 30		Time Employed		% Time, Ex. Part-time, Full-time	Total Days in School Year
				Beginning Date Month/Day/Year	Ending Date Month/Day/Year	Months / Days Per Year			

Check one of the following:

- Public School     
  Private School \*     
  Charter School \*     
  U.S. Government Service Teaching Program \*

\*\* Please note: If non-public school you must identify accreditation.

The above school/school system was fully approved or accredited by the

\_\_\_\_\_ at the time the service was performed.

(State Department of Education, or Regional Association of Colleges & Schools, or recognized private school accrediting association)

**I hereby certify that the above listed experience is a true and correct copy of the records on file for the educator named above.**

(This form must be signed by an authorized official from the agency/institution as stated above.)

Signature \_\_\_\_\_ Title \_\_\_\_\_ Phone Number \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip Code

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

## Experience Requirements for Licensure Advancement

To advance from an initial license (transitional, apprentice, practitioner) to the professional license, teachers and school service personnel must demonstrate experience working in an appropriate pre-K-12 instructional setting during the validity period<sup>1</sup> of the license. The list below identifies the options for meeting the experience requirements. Any combination of the options is satisfactory. The burden of proof rests with the educator.

To meet the criteria for advancement, the educator must present documentation of three years of working experience. In total, the experience must be no less than twenty-five months of full-time work of which at least one year (10 months) must have been within a Tennessee public or non-public school. To receive credit for experience outside of Tennessee, the educator must have held a valid license while teaching in the state or country where the experience was accrued. Other types of experience may be used for the purposes of salary ratings. For example, a local education agency may elect to give an engineer credit for the years spent working in that field prior to becoming a teacher. However, that type of experience is not counted for purpose of advancing to a professional license.

Experience that may be counted for the purpose of licensure advancement:

1. Verified instructional leader or teacher experience in a public school operated by a local education agency in the United States or United States Territories.
2. Verified instructional leader or teacher experience in public schools or non-public schools approved by recognized accrediting agencies. (Accrediting or approval agencies are the State Departments of Education and/or any accreditation division of AdvancED:
  - the North Central Association Commission on Accreditation and School Improvement (NCA CASI)
  - the Northwest Accreditation Commission (NWAC)
  - the Southern Association of Colleges and Schools Council on Accreditation and School Improvement (SACS CASI)
  - the Middle States Association of Colleges and Schools (MSA)
  - the New England Association of Schools and Colleges (NEASC)
  - the Western Association of Schools and Colleges (WASC)
  - any accrediting association recognized by the National Association of Independent Schools (NAIS) Commission on Accreditation (e.g., the Southern Association of Independent Schools (SAIS)) or the National Council for Private School Accreditation (NCPSA) according to the procedures and criteria established by the association)
3. Verified experience in pre-K-12 public or non-public schools approved by the Tennessee Department of Human Services or the Tennessee Department of Corrections may be used only if the position the educator is serving in at the point of licensure advancement requires that they hold a valid Tennessee educator license.
4. Verified instructional leader or teacher experience in pre-K-12 schools or any combination thereof operated by the United States Government either within or outside the United States.
5. Verified instructional leader or teacher experience in an international public or private schools (pre-K-12) approved or authorized by a foreign ministry of education (or equivalent entity).

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<sup>1</sup> The validity period of the license are the dates during which the license is valid.