

# VERIFICATION OF NON-TEACHING EXPERIENCE

last name	first name	middle name	maiden name
street address		city	state
			zip code
social security number			

▶▶ **To the employer: Please return this form to the employee. Do not send it directly to the Licensure Section.**

<b>Non-Teaching Work Experience (to be completed by employer)</b>				
Employer	Beginning date of service (month, day, year)	Ending date of service (month, day, year)	Total hours worked per week	Position title <b>(Please attach official job description)</b>

**I certify that this verification omits leave of absence periods and that all information is complete and correct according to the official records of this business.**

signature of employer	date	title	telephone
email address	street address		city, state, and zip code

# Non-teaching Experience: How to Apply

## To the Applicant:

- ▶ Fill out the personal information at the top of the form. Send a separate Form NE (duplicate form as needed) to each former employer where you worked in a non-teaching position that is directly applicable to your area of licensure.
- ▶ Have your previous employer complete the employment information, sign and date the form, and *return it to you*. All requested information must be provided. Beginning and ending dates of service must include month, day, and year. Employers must indicate the total number of hours worked per week. They must also provide their signature, title, organization name, address, and telephone number, and *attach a signed and dated official job description*.

## DO NOT SEND THIS FORM TO THE LICENSURE SECTION

- ▶ Upon review of your Form NE and official job description, your current employing school system personnel administrator will determine the amount of credit to be recommended on Form RN – Recommendation for Non-teaching Experience Credit, and provide this documentation.

## Submitting Form NE

- ▶ Upload completed and signed copies of Form NE, the official job description, and Form RN online at <https://vo.licensure.ncpublicschools.gov/>. Application instructions and additional information are available within the online licensure system.