

Pre-Professional Experience Verification Form

Pre-professional experience in a **K-8 public school setting** is a requirement for admission to the Multiple Subject Credential Program. This requirement can be met either through fieldwork hours completed as part of a college course, experience in a **K-8 classroom**, or a combination of the above. Experience observing/assisting or teaching in a Title 1 or "low performing" school is encouraged.

Experience in a private school setting or at the preschool level cannot be included as part of 50-hour minimum for pre-professional experience. Such hours may be included in addition to the 50-hour minimum.

Name _____ Student ID _____

Documentation of Field Experience: A total of 50 hours is required for admission into the program. You may use one or more of the options below to meet the 50-hour requirement. Please indicate the appropriate option(s) by circling the option number(s). Be sure to attach the required documentation verifying completion of the hours. This page must be signed and submitted by the document deadline.

1	2	3	4
<p>Completion of 50 hours <u>paid experience as a teacher aid or teacher assistant</u>, the majority of which time has been spent in direct or indirect contact with students. The classroom teacher, site administrator or district administrator may verify this experience.</p>	<p>Completion of 50 hours as a <u>classroom teacher either in a public school as a substitute teacher with a substitute permit</u> as verified by a district or site administrator.</p>	<p>Completion of 50 hours working as a <u>volunteer</u>, the majority (35 hours) of which has been spent a regular education classroom with a credentialed teacher. The remaining 15 hours may be spent in a special education or special services (e.g., ELL or literacy-focused) classroom. The classroom teacher or site administrator may verify this experience.</p>	<p><u>Successful completion of any course or courses which have field experience</u> in which you worked with elementary (K-8) children. Please note courses number and titles as they appear on your transcripts. Courses must be included on your official transcripts to verify successful completion of the required course.</p>

OPTIONS 1, 2, 3: School Service. School service must have been at the K-8 level AND in a public school setting to be considered as pre-professional experience. The number of completed hours must be signed off by the supervisor/classroom teacher.

School _____ District _____

Your position _____ Grade level _____ Dates of Service _____

Supervisor / Classroom Teacher verification *

I (name) _____ certify that the above-named applicant served _____ hours in an instructional capacity (substitute, aide, volunteer, tutor, etc.) as stated above.

Supervisor Signature _____ Position _____

Telephone _____ Date _____

* Note: You may submit district-generated time sheets in lieu of signature. Timesheets must delineate the time spent in the specific job classification and be signed by the supervising administrator. Please attach timesheets to this form.

OPTION 4: Coursework. This option required fieldwork experience in a K-8 setting as part of our college coursework. Not all courses meet the 50 hour minimum requirement. Check with your instructor for additional information

Course (title and number) _____ Date/Semester _____

College of University _____

Attach transcripts reflecting completion of course.