NORTH CAROLINA DEPARTMENT OF PUBLIC INSTRUCTION

NON-TEACHING EXPERIENCE VERIFICATION

Experience Credit: How to Apply

Eligibility Requirements

- Attach a signed and dated official job description for non-teaching experience that is directly relevant to your area of licensure and work assignment.
- Have the Non-Teaching Experience Verification Form (Form NE) completed by your former or current employer(s). If you are submitting experience from multiple employers, have each one complete a separate form.

NOTE: DO NOT SEND THIS FORM TO THE LICENSURE SECTION

Submitting Form NE

- Forward the completed and signed Form NE and supporting documentation (official job description) to your North Carolina employing school system for evaluation and recommendation of the experience credit.
- Upload into your open application at https://vo.licensure.ncpublicschools.gov/
    - Form NE
    - Official Job Description
    - Form RN

NON-TEACHING EXPERIENCE VERIFICATION

last name	first name	middle name	maiden name

street address	city	state	zip code

social security number

Please return this form to the employee. Do not send it directly to the Licensure Section.

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

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 _____