

**APPLICATION FOR WORK EXPERIENCE CREDIT  
IN LIEU OF TEACHING EXPERIENCE  
TO ESTABLISH SALARY**

A maximum of seven (7) years of work experience credit is allowed in lieu of teaching experience for salary determinations for specific career/technical teachers who teach a minimum of six-tenths (.6) of the teaching day in Health Science Occupations, Data Processing Technology (Business Computer Technical Education/Postsecondary), Food Production with Quantity Foods 7 certification, Law Enforcement, Fire Fighter, and Industrial Education. Seven years of allowable work experience credit to establish salary was approved by the School Board of Hillsborough County on August 3, 1982 with an effective date of July 1, 1981. Any work experience granted is applicable only as long as the teacher remains in the area for which the work experience was granted.

Work experience must constitute full-time employment and credit will not be allowed for part-time employment. Employment for nine (9) continuous calendar months in any one year will be accepted as a year's work experience in lieu of teaching experience.

Personnel already employed by the Hillsborough County Public Schools who meet requirements for career/technical certification and who are transferred to an eligible career/technical position, or personnel who bring in teaching experience from another school district, may receive credit for verified work experience when teaching experience is less than seven (7) years. The combined total of work and teaching experience cannot exceed seven (7) years for a teacher entering a career/technical program. Credit for teaching experience of seven years or greater shall eliminate credit for work experience.

Notarized verification of employment: Verification from previous employers must include date, job title, major responsibilities, specific dates of full-time employment, and signature of employer representative. See attached Request for Verification of Employment form.

Employee's Name: \_\_\_\_\_ School: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Teaching Position: \_\_\_\_\_ Appointment Date: \_\_\_\_\_

Previous Teaching Experience \_\_\_\_\_ Years (must be verified by records submitted to the Division of Human Resources)

Work experience credit requested \_\_\_\_\_ Years (notarized verification attached)

**IMPORTANT:** If an employee receiving work experience credit for a career/technical appointment transfers to a teaching position which does not qualify for work experience credit on the salary schedule, the work experience credit which was allowed will be withdrawn.

I understand the above conditions in applying for this work experience credit to establish salary.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
APPROVED: Wynne A. Tye  
Assistant Superintendent  
Curriculum and Instruction

\_\_\_\_\_  
Date

REQUEST FOR VERIFICATION OF EMPLOYMENT

TO: Name of Company \_\_\_\_\_

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

Phone: ( ) \_\_\_\_\_ FAX: ( ) \_\_\_\_\_

Please verify the employment record of the following employee/former employee:  
(Note: If your company utilizes a standard form for verifying employment, please ensure that the following information is included. Thank you for your assistance.)

Name of Employee: \_\_\_\_\_ Social Security # \_\_\_\_\_

Position Title: \_\_\_\_\_ Major job responsibilities include(d): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dates of Employment: (Please list inclusive dates by month/day/year)  
\_\_\_\_\_  
\_\_\_\_\_

Employment was \_\_\_\_ full-time; or  
Employment was \_\_\_\_ part-time. If part-time: \_\_\_\_\_ average number of hours worked per week

Signature, date, printed name, and title of person providing this verification of employment:

\_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed name: \_\_\_\_\_ Title \_\_\_\_\_

**REQUIRES NOTARIZATION:** The foregoing instrument was acknowledged before me.

(Seal)

\_\_\_\_\_  
Signature of Notary Public

**PLEASE RETURN TO:** The School Board of Hillsborough County  
Attention: Office of Educator Certification  
2920 N. 40<sup>th</sup> St.  
Tampa, FL 33605

Family-owned business, self-employment, or company no longer in business: For the purpose of verifying self-employment, employment in a family-owned business, or employment at a company no longer in business, verification of work experience may be provided by another individual (other than a family member) or company who can verify the applicant's work experience.

Union Affiliation: A business agent of the local union of which the applicant is a member may certify work experience.

Military Experience: The applicant must submit military discharge papers (DD-214 Form) which indicates ratings and specialization for each enlistment period.