

# Verification of Educator Experience for Test Exemption

This form will not be returned or forwarded



## Educator Information -To be completed by the educator Enter your information as it appears in your TEA educator account (ECOS).

Last Name	First Name	Initial	
Address	City	State	Zip code

## Experience Information -To be completed by Human Resources staff from the employing school district (do not include service for future dates)

Name and location of school	
State	Country

## Indicate type of school, please select option 1 or 2, not both

1. Is this a public or private school?	<input type="radio"/> Public <input type="radio"/> Private
2. If the school is operated under the <b>British system</b> please indicate government or public school.	<input type="radio"/> Government <input type="radio"/> Public

## Classroom Teaching Experience

I confirm that the educator has **completed** at least 1 year (180 days) of full-time wage-earning classroom teaching experience or 2 years of experience of at least 50% of the day.

Year service began      Year service ended

If service is for less than 1 year, please indicate the completed number of days, below.

## Administrative Experience: Assistant Principal, Principal, or Superintendent experience only (do not include assistant superintendent experience)

I confirm that the educator has **completed** at least 2 years (180 days per year) of full-time wage-earning experience, or 4 years of experience of at least 50% of the day in the field or fields indicated below.

<input type="checkbox"/> Assistant Principal or Principal experience	Year service began      Year service ended	<input type="checkbox"/> Superintendent experience <b>(do not include assistant superintendent experience)</b>	Year service began      Year service ended
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If service is for less than 2 years, please indicate the completed number of total days for each year, below.

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## Student Services Experience: School Counselor, School Librarian, Educational Diagnostician, Reading Specialist

I confirm that the educator has **completed** at least 2 years (180 days per year) of full-time wage-earning experience, or 4 years of experience of at least 50% of the day in the field or fields indicated below.

<input type="checkbox"/> School Counselor experience	Year service began	Year service ended	<input type="checkbox"/> School Librarian experience	Year service began	Year service ended
<input type="checkbox"/> Educational Diagnostician experience	Year service began	Year service ended	<input type="checkbox"/> Reading Specialist experience	Year service began	Year service ended

If service is for less than 2 years, please indicate the completed number of total days for each year, below.

## Authorized Signature

Print title and name of authorized Human Resources official (required)

Signature of authorized Human Resources official (required)

### Stamp/Seal

*The organization's official stamp must be included on the form if service from outside of the United States is reported. For public schools, the country's Department of Education is the organization official stamp.*

**Please do not return this form to the educator. TEA will not accept forms directly from the educator.**

If service is from another country, this form will only be accepted by mail. Please mail to:

**Texas Education Agency  
1701 North Congress Ave  
WBT 5-100  
Austin, TX 78701**