North Carolina Department of Public Instruction
Postsecondary Educator Experience Verification

Experience Credit: How to Apply

For experience as a professional postsecondary educator:

- Postsecondary educator experience is defined as classroom teaching in an institution of higher education such as: community college, technical institute/college, college, or university.

- For experience as a professional educator at the postsecondary level:
  Have the Postsecondary Educator Experience Verification Form (Form CE) completed by your former or current employer(s). If you are submitting experience from multiple employers, have each one complete a separate form.

Please note that a minimum of part-time (six semester hours of classroom teaching per week) or more is required to qualify for experience credit. Full-time experience credit requires a minimum of twelve semester hours of classroom teaching per week.

- Experience as a Postsecondary Educator must be reported completely, as required on the form.
- Beginning and ending dates for each quarter/semester taught must include month, day, and year.
- Total semester hours taught per week must be specified.

Submitting Form CE

- Upload the completed and signed Form CE into your open application at https://vo.licensure.ncpublicschools.gov/.
To the employer: Please return this form to the employee. Do not send it directly to the Licensure Section.

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

<table>
<thead>
<tr>
<th>Name of Institution</th>
<th>Beginning date of quarter/semester (month, day, year)</th>
<th>Ending date of quarter/semester (month, day, year)</th>
<th>Total semester hours taught per week 12 hours= Full-time 6 hours= part-time</th>
<th>Position title</th>
</tr>
</thead>
</table>

(PLEASE USE A SEPARATE LINE FOR EACH QUARTER/SEMESTER TAUGHT)

signature of personnel officer/designee date telephone address
title email address city, state, and zip code