



# Experience Credit: How to Apply

## For experience as a professional educator:

Have Form E (Verification of Experience) completed by your former employer(s). If you are submitting experience from more than one employer, have each one complete a separate form. Form E may be copied as needed. Please note that only experience of one-half time or more (fifteen hours per week) will be considered in the evaluation.

- ▶ **Experience as a K-12 professional educator (teacher, counselor, principal, etc.)** should be reported in Box A. All requested information must be supplied. Beginning and ending dates must include month, day, and year.
- ▶ **Experience as a K-12 instructional teacher assistant** should be reported in Box B. All requested information must be supplied. Beginning and ending dates must include month, day, and year. Employers must indicate whether or not each year of experience meets the criteria for credit by checking the appropriate box in the right hand column.

## Submitting Form E

- ▶ Upload a completed and signed copy of Form E at <https://vo.licensure.ncpublicschools.gov/>. Application instructions and additional information are available within the online licensure system.

**Note:** **Non-teaching Work Experience cannot be requested using this form. Requests for Non-teaching Work Experience must be submitted online using Form NE, along with additional documentation from the personnel office of the employing NC school system.**