

South Carolina Department of Education

Office of Educator Services
8301 Parklane Road
Columbia, South Carolina 29223

Verification of Teaching Experience

(use one form per employer)

Social Security Number	Last Name	First Name	Middle Name	Maiden Name
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Street Address	City	State	Zip Code	Educator's Signature/Date
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A K – 12 Experience * Definition on Reverse (to be completed by employer) Please list partial years as separate entries.				
School District or Institution <input type="checkbox"/> Public <input type="checkbox"/> Private	Beginning Date of Service (MM/DD/YY)	Ending Date of Service (MM/DD/YY)	Total Days Worked Per School Year <input type="checkbox"/> full-time <input type="checkbox"/> part-time	Position Title, Grade and Subject

B Additional Professional Education Experience * Definition on Reverse (to be completed by employer)				
Organization or Company	Beginning Date of Service (MM/DD/YY)	Ending Date of Service (MM/DD/YY)	<input type="checkbox"/> Total Full Time Days Employed or <input type="checkbox"/> Hours Worked Per Week	Professional Education or Training Position Title (include official job description)

C Higher Education (Collegiate & Administrative) * Definition on Reverse (to be completed by employer)				
College or Technical Institution	Beginning Date of Service (MM/DD/YY)	Ending date of Service (MM/DD/YY)	<input type="checkbox"/> Total Semester Hours Taught Per Year Based on July 1 – June 30 or <input type="checkbox"/> Hours Worked Per Week	Position Title and Subject

Signature of School/Employer Official:		Position:
Date:	Address: (please print)	Phone Number:

Experience Credit Guidelines

Form may be mailed or faxed to 803 896-0368
Contact us at 803 896-0325 or <http://ed.sc.gov>

In the computation of experience credit, the following conditions will apply.

1. Full-time equivalents (FTEs) of the 190-day school year will be utilized as the basis of computation. The minimum experience to be credited shall be one-tenth (.1) FTE per year; the maximum experience to be credited shall be (1) FTE per year. A school day is defined as a minimum of seven hours.
2. One year of experience may be credited provided the teacher is employed in a full-time position for a minimum of eight-tenths (.8) of the contract year but in no case fewer than 152 days.
3. Partial-year experience may be utilized to compute full years of experience provided the sum of the partial experience meets the requirement stated in number 1, above.
4. Summer school teaching credit will be calculated at the rate of two (2) days of summer school as the equivalent of one (1) regular school day provided the teacher works one (1) session for four (4) hours per day or at the rate of one (1) regular school day provided the teacher works two (2) sessions for eight (8) hours per day. Effective July 1, 2001 summer school teaching credit may be added to partial years of experience.

For an individual to receive experience credit, the experience must be post baccalaureate and he or she must verify full-time or part-time employment in one of the following educational positions:

A. Experience K – 12 Educator is defined as:

A professional position in Head Start, K – 12, School Administration, Adult Education, Home Bound, and Teacher’s Aide in a public, private, or parochial elementary or secondary school.

B. Additional Professional Education Experience is defined as:

A professional education position in a city, county, state, or federal educational system that supports the primary education program of school-aged or adult population. A professional education or training position in a privately funded education program for school-aged or adult populations. A position description is required.

C. Experience as a Higher Education Academic Professional is defined as:

A professional position in a regionally accredited institution of higher education or an institution with teacher education programs approved by the South Carolina Department of Education.

Guidelines for Calculating Higher Education (College/Technical College) Experience Credit

For professional instructional personnel in higher education settings, the following table is used to compute experience credit based on semester hours taught. A total of 24 semester hours per school year (July 1 – June 30) is considered full time teaching. Example: If an educator taught 12 semester hours in the fall of 2003 and 12 semester hours in the spring of 2004, he/she would receive full time credit. This can be in any combination of semesters (12 hours in the fall, 9 hours in the spring, and 3 hours in summer school), or a combination of different colleges. Summer school at the end of the academic year will be added to the total semester hours taught during the year just completed.

Semester Hours Taught Within School Year July 1 – June 30	FTE	Years Credit Earned
3	1.0	0.1
6	1.0	0.2
9	1.0	0.3
12	1.0	0.4
15	1.0	0.5
18	1.0	0.6
21	1.0	0.7
24	1.0	1.0