



Must be on Letterhead Stationery

* If your agency does not have official letterhead stationery, this fact must be listed in the experience verification letter. Failure to explain lack of letterhead will result in the denial of experience for the student.

Letterhead stationery MUST include address, phone, fax, and name of director/principal

Verification of Experiences with Learners

_____ (name) worked or volunteered as a _____

_____ (type of position and/or experience) from _____ (date)

to _____ (date) for a total of _____ hours. Some of the duties included _____

_____ (Signature)

_____ (Title)

_____ (Today's Date)

Note to institution supplying letter:
Please furnish this letter to the applicant – not the institution.

Explanation of 300 hours of verified experiences

At least 300 hours of verified experiences from educational facility/facilities such as schools, agencies, institutions, centers, or organizations. Use letterhead stationery (sample option listed below) from the educational agency to provide verification. Verification statements should include experience descriptions, dates of involvement, total number of hours (for example, camp counselor is a maximum of 12 hours and full time work week is forty hours), and be signed by the senior member of the agency.

Some possible examples include:

Instructional aide, substitute teaching, daycare teacher, classroom volunteer, coaching, camp counselor, after-school tutoring, Sunday School teacher, etc.

*** Total Hours must be indicated in letter on official letterhead (see above for exceptions)**