VERIFICATION OF EXPERIENCE FOR RENEWAL/RANK CHANGE
OF OCCUPATION-BASED CERTIFICATIONS

SECTION I.   Record of Personal Information and Preparation to be completed BY APPLICANT (type or print)

A. PERSONAL INFORMATION

LAST 4 OF SSN: _____   **Date of Birth:** _____

Last Name: _____   **Suffix:** _____

First Name: _____   **Middle:** _____

Maiden Name: _____   **Gender:** ☐ Male ☐ Female

Mailing Address: _____

City: _____   **State:** _____   **Zip Code:** _____

Telephone Number (_____) _____ ☐ Home ☐ Mobile

Primary E-mail address: _____

Secondary E-mail address: _____

FEES per 16 KAR 4:040		
1.	One (1) year certificate	-0-
2.	Issuance, reissuance, or renewal of regular certificate (including addition of area or rank change) – Five (5) year	$85.00
3.	Synchronization option for aligning multiple certifications (must meet applicable renewal requirements)	Addl. $15.00

B.1. TYPE OF CERTIFICATE REQUESTED – check all applicable

☐ One (1) year extension or renewal   ☐ Synchronization of expiration dates   ☐ Five (5) year renewal   ☐ Rank Change

B.2. RENEWAL BASIS

☐ NTI   ☐ College Credit/Degree   ☐ Teaching Experience

C. COLLEGE ATTENDANCE RECORD – list coursework or degrees since certificate was issued or last renewed
(attach official transcript of credits if renewing based on college coursework)

College or University	Address	Dates of Attendance From M Y To M Y	Total semester hours or degrees awarded

SECTION II. Record of Experience – list teaching or administrative experience since certificate was issued or last renewed

School District	City, State	Position (include grade level & subject)	Full time	Other	Employment Dates From M Y To M Y

I verify that this applicant has had experience as indicated above and Professional Development hours have been completed.

☐ Check to indicate applicant has at least 42 hours of Effective Instructional Leadership Act (EILA) credit in the last 5 years (if applicable).

Superintendent (or ATC Principal) Signature: _____

District: _____**Date:** _____   **District Telephone number:** (_____) _____