

Individuals making application for acceptance into the Belhaven University School of Education Educational Leadership program are required to provide proof of at least three (3) years of teaching experience prior to admission in the program.

### TO BE COMPLETED BY THE APPLICANT:

Applicant Name  Last  First  Middle/Maiden

Address  City & State  Zip Code

Phone Number  ( )  Email

### TO BE COMPLETED BY THE SCHOOL ADMINISTRATOR OR THE DISTRICT HUMAN RESOURCES OFFICE:

The information below is to be completed by the School Administrator or the District Human Resources Office and returned to the Applicant for inclusion with the application file. Applicants are to submit the completed form to the Office of Graduate Admissions.

This is to certify that Teacher/Educator:  Name  Has successfully completed  years of teaching experience as a K-12 educator in our school district.

**NOTE: Teaching Experience** is defined as experience accrued by a state licensed teacher in a grade or subject under legal contract in an accredited public, private, elementary, or secondary school. Educational experiences such as an intern, graduate assistant, student teacher, substitute teacher, aide, or clerical worker **will not be considered appropriate.**

Name of School	Start/Ending Date <i>Month/Day/Year</i>	Total Years	Position/Grade/Subject*	School Accreditation Body

*\*Example: 3rd Grade Elementary Teacher – 9th Grade Math Teacher, etc.*

Signature of Administrator or HR Director

Position/Title  Name of School District

Date  State  Phone  ( )

**NOTE: If your 3 years of teaching experience was between two or more school districts, please copy this form to send to each applicable district.**