HOW TO: | COMPLETE A STATEMENT OF PROFESSIONAL EXPERIENCE

Valuable time is lost when districts do not complete an ED 126 Statement of Professional Experience correctly. Avoid delay and extra work by remembering the following:

The Superintendent's Office **MUST** Complete The Grid Below. (Applicants do **NOT** complete sections below this line.) **6**

Position Held (e.g., teacher, administrator, social worker, etc.)	Subject/Field For middle/ secondary teachers, indicate each subject taught.	Grade Level	Certification Endorsement Required for Position **1**	Check Below if: Full-Time (50% or more)	Part-Time (less than 50%)	Dates of Service From (Month/Year)	To (Month/Year)
Teacher	History	7	026	✓		8/30/01	Present
Teacher	English **3**	8-9	015	**2**	✓	9/6/05	6/18/04

Adult Education	If the applicant served as an adult education teacher, indicate the number of hours served per school year.	# of hours/yr.	# of hours/yr.	# of hours/yr.
School Psychologist	If the applicant completed a school psychologist internship (not under contract), please check here. ☐			

Superintendent Attestation: Please check the appropriate box, sign and complete the school information below.

☑ The applicant named has served successfully in the above position(s) in our public or approved nonpublic schools. **4**

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1 List only the endorsement the educator served under on the grid.

2 If the educator served under more than one endorsement, list each on a separate line with the exact dates of service for each endorsement, and the percentage of time spent on each.

3 Include the subject taught for educators in bilingual departmentalized classrooms.

4 Do not forget to indicate by checking one of the boxes under the grid whether the service was successful.

5 Include original signature and title. Only the superintendent is authorized to sign the form unless a letter authorizing another person is on file in Certification.

6 Applicants should not fill in the grid. This information must come from the superintendent's office.

CSDE

CONNECTICUT STATE DEPARTMENT OF EDUCATION