



THE SCHOOL DISTRICT OF PALM BEACH COUNTY  
COMPENSATION & EMPLOYEE INFORMATION SERVICES

### Verification of Previous Public/Private

Teaching Experience     Principal/Assistant Principal Experience

For applicant in a vocational position seeking vocational experience credit, use PBSD 2275.

I am/will be employed as a Teacher or Principal/Assistant Principal with the School District of Palm Beach County, Florida effective the date listed below. In order to use my previous experience for salary purposes, it is necessary to verify my dates of employment **within 90 work days of my hire date**. My salary placement is pending receipt of this information. **NOTE: SCHOOL YEARS MUST BE BROKEN DOWN BY EACH INDIVIDUAL YEAR WORKED.** For questions regarding completion of this form, reference page 2 or email ashley.hall@palmbeachschools.org.

**RETURN THIS FORM TO COMPENSATION & EMPLOYEE INFORMATION SERVICES, 3300 FOREST HILL BLVD., SUITE A-115, WEST PALM BEACH, FL 33406.**

Applicant/Employee ID #	Employee First Name	Current Last Name/Last Name at Time of Employment	Last 4 digits Social Security # (optional)
Former Name	Palm Beach County School District Employment Date	Former School District/Private School	

\_\_\_\_\_  
*Signature of Applicant/Employee*

\_\_\_\_\_  
*Date*

**THE FOLLOWING INFORMATION MUST BE COMPLETED BY THE FORMER SCHOOL DISTRICT/PRIVATE SCHOOL.  
This form may be copied as needed for additional years.**

\* School years should be broken down by year.

SCHOOL YEAR YR/YR	FROM MM/DD/YYYY	TO MM/DD/YYYY	# OF ACTUAL DAYS WORKED	# OF DAYS IN SCHOOL YEAR	POSITION HELD	FULL TIME	PART TIME	NAME OF SCHOOL

**FLORIDA SCHOOL DISTRICTS ONLY:** Note any extended unpaid leave taken during any school year. \_\_\_\_\_

Public School     Private School    Grade Levels at School \_\_\_\_\_    Number of Teachers at School \_\_\_\_\_

Name of Accrediting Agency \_\_\_\_\_

**Affix a School District seal, District stamp, Private School stamp or notarize the form. If documentation is from a foreign country, the form will need to be sealed or stamped by the Ministry of Education.**

\_\_\_\_\_  
*Print Name of Public/Private School Official*

\_\_\_\_\_  
*Title of Public/Private School Official*

\_\_\_\_\_  
*Signature of Public/Private School Official*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Address of Public/Private School Official*

\_\_\_\_\_  
*Phone Number*

\_\_\_\_\_  
*Email Address of Public/Private School Official*

Affix Notary, School District seal, District stamp, or Private School stamp here



## Verification of Previous Public/Private Experience

### PRIVATE SCHOOL TEACHING EXPERIENCE

**Private School Teaching Experience** is included in the Agreement between the Classroom Teachers Association and the School District of Palm Beach County, FL. Effective January 24, 2007, all new employees will be granted all verified years of public and/or private school teaching experience (subject to salary maximum). The following criteria apply to private school teaching experience:

1. The private school was accredited by a District recognized accrediting agency which includes, but is not limited to, the following: Middle States Association of Colleges and Secondary Schools; New England Association of Colleges and Secondary Schools; North Central Association of Colleges and Secondary Schools; Northwest Association of Secondary and Higher Schools; Southern Association of Colleges and Secondary Schools; Western Association of Colleges and Secondary Schools; Association of Christian Teachers & Schools, Assemblies of God; Association of Independent Schools of Florida; Association of Waldorf Schools; Florida Catholic Conference; Florida Council of Independent Schools; Independent Schools Association of the Central States; Montessori School Accreditation Commission; New York Archdiocese; Department of Education of the U.S. State in which the employee taught; U.S. Department of Defense/Department of State.
2. Employee must have held a State-issued teaching certificate during the period of private school employment.
3. The experience was earned with minimum of a Bachelor's degree during the period of private school employment.
4. The private school must operate a regular session with two or more teachers encompassing more than one grade level.
5. The District may recognize and accept service credit for each year of prior full-time teaching experience for up to twenty five (25) years for which the employee received a satisfactory performance evaluation.

#### Submit the following with PBSD 2044:

- A copy of the State-issued teaching certificate during the period of private school employment.
- Official transcript of your Bachelor's degree indicating degree conferral prior to the period of private school employment.

### PRIVATE SCHOOL PRINCIPAL/ASSISTANT PRINCIPAL EXPERIENCE

Principals/Assistant Principals may bring in a total of fifteen (15) years Principal/Assistant Principal experience to Palm Beach County. The following criteria apply to private school Principal/Assistant Principal experience.

1. The private school was accredited by a District recognized accrediting agency which includes, but is not limited to, the following: Middle States Association of Colleges and Secondary Schools; New England Association of Colleges and Secondary Schools; North Central Association of Colleges and Secondary Schools; Northwest Association of Secondary and Higher Schools; Southern Association of Colleges and Secondary Schools; Western Association of Colleges and Secondary Schools; Association of Christian Teachers & Schools, Assemblies of God; Association of Independent Schools of Florida; Association of Waldorf Schools; Florida Catholic Conference; Florida Council of Independent Schools; Independent Schools Association of the Central States; Montessori School Accreditation Commission; New York Archdiocese; Department of Education of the U.S. State in which the employee taught; U.S. Department of Defense/Department of State.
2. Employee must have held a State-issued school administrator certificate during the period of private school employment.
3. The experience was earned with minimum of a Master's degree during the period of private school employment.
4. The private school must operate a regular session with two or more teachers encompassing more than one grade level.
5. The District may recognize and accept service credit for each year of prior full-time Principal/Assistant Principal experience up to fifteen (15) years for which the employee received a satisfactory performance evaluation.

#### Submit the following with PBSD 2044:

- A copy of the State-issued school administrator certificate during the period of private school employment.
- Official transcript of your Master's degree indicating degree conferral prior to the period of private school employment.

### FOREIGN COUNTRY EXPERIENCE

1. Teaching experience in a foreign country school that was accredited by any of the District recognized accrediting agencies listed above under Private School Teaching Experience plus any of the following accrediting agencies: Association of Christian Schools International; Christian Schools International; Commission on International & Trans-Regional Accreditation; International Christian Accrediting Association.
2. Employee must have held a teaching certificate issued by the government of the foreign country during the period of foreign country teaching employment.
3. Teaching experience for foreign school teaching provided the experience was earned with a minimum of a Bachelor's degree during the foreign school employment.