



Verification of Employment Experience

NDE 20-009
Revised 04-2024

This form is used to verify experience for initial issuance, to renew a certificate and document recency. A completed application form must also be submitted.

Please note the difference in definition of "experience":

- **Experience for issuance of an Initial certificate or for renewal of a certificate**, is defined as employment, half-time or more (FTE .50) for one year. This experience must have been acquired within the past five years while holding or qualifying to hold a regular certificate.
- **Experience required to advance to a Standard, Professional or Administrative Certificate** is defined as employment, half-time or more (FTE .50), for 2 consecutive years. This experience must have been acquired within the past five years while holding or qualifying to hold a regular certificate.

Social Security Number: _____

Name:

_____	_____	_____
Last	First	Middle

Address:

_____	_____	_____	_____
Street	City	State	Zip Code

_____	_____	_____
Position/Content Area/Grade/FTE	School Name	School Year

_____	_____	_____
Position/Content Area/Grade /FTE	School Name	School Year

_____	_____	_____
Position/Content Area/Grade /FTE	School Name	School Year

_____	_____
**Signature of Superintendent or Board Member	Date

Official Title

_____	_____	_____
City	State	Zip Code

*The requirement that a certificate or permit applicant provide his/her social security number is contained in Neb. Rev. Stat. 79-810. The uses that will be made of this number are criminal background checks prior to issuance of a certificate and for purposes of data compilation and statistics concerning employment of graduates of state approved teacher education programs and employment of certificate or permit holders.

** If experience was obtained in a non-public school, the signature of the area or diocesan superintendent is required.