



Occupational (Non-Teaching) Experience Verification Form

To obtain a CTE endorsement/credential, you must provide verified, successful and relevant occupational (non-teaching) experience in your related skill area. Self-employment must be documented with copies of tax records, letters from customers, or W-2 forms, etc.

Important: Please refer to our website at: http://www.cde.state.co.us/cdeprof/cte.htm for specific occupational experience requirements and coursework for each endorsement/credential area.

Please duplicate this form for multiple employer use as needed. Note: This form is not valid unless all of the following areas have been completed.

This section must be completed by the Applicant:

Name Telephone Number

Address: Street City State Zip Code

Endorsement area: (Required)

I authorize my present or former employer to furnish the following information:

Applicant's Signature Date

This section must be completed by the employer (or by applicant if self-employed):

The above named person was employed from (Month/Year) to (Month/Year)

This employment was Full Time Part-time Total hours employed (1 year full-time = 2,000 hours)

He/she was employed as a Job Title

Description of duties:

Business Name:

Mailing Address:

Phone: Email:

Signature:

Printed Name: Position:

Employer: Please return this form (with original signature) to the above applicant after completion.