

When applying for a Child Development Permit with Option 1, experience must be verified by submitting this Verification of Experience form or an original letter from the employer on official letterhead.

- » Have employer or supervisor complete this form to verify the required experience.
- » ***Submit additional Verification of Experience forms if needed to reach the required total number of days.***
- » Verification of experience must accompany all other required permit application documents, DO NOT mail separately.
- » **E-signature is accepted using DocuSign or Adobe.**

*This is to verify/certify that: _____
(Name of Permit Applicant)

Has served in an instructional capacity in a child care and development program the following dates:

*Start Date: _____ *End Date: _____
(Month/Year) (Month/Year or Present)

*In the position of: _____
(Job Title)

*With children ages: _____

*Seeking Permit Level:	Has the required days of experience:	Within the last:	*Verified by (initials):
☐ Associate Teacher	50 days, at least 3 hours per day	2 Years	_____
☐ Teacher	175 days, at least 3 hours per day	4 Years	_____
☐ Master Teacher	350 days, at least 3 hours per day	4 Years	_____
☐ Site Supervisor	350 days, at least 3 hours per day, including 100 days supervising adults	4 Years	_____
☐ Program Director	One year of site supervisor experience		_____

Check below, only if individual has completed less than the required number of days for permit level listed above, write the total number of days and initial:

☐ Total number of days worked or volunteered, at least 3 hours per day: _____
(Number of days) (Verified by Initials)

Agency where individual obtained experience:

*School/Agency Name:		
*Address:		
*City:	*Zip:	*Phone:

My signature verifies the named individual has completed the experience checked and initialed above.

*Signature:	*Date:
*Name (please print):	
*Title:	*Phone: