



Dear Human Resources Personnel:

A Verification of Experience (VOE) letter is required as part of the application for Teachers College of San Joaquin's Preliminary Administrative Services Credential Program. The Commission on Teacher Credentialing requires specific experience be held before a candidate can enroll and earn an Administrative Services Credential.

Following is a **sample** for your use. Please edit as you wish, replace the text highlighted in yellow, and be sure to include the information requested.

The applicant will need the letter written on district letterhead with a wet signature or a date and time stamped signature of the Human Resources personnel who has verified the experience. Thank you for your support in providing this document to the applicant.

Should you have any questions, please feel free to reach out,

Anne-Marie Mason, M.Ed.  
Administrative Services Credential Program Coordinator  
(209) 468-9172

## ON DISTRICT LETTERHEAD

(enter date)

To Whom It May Concern:

May this letter serve as verification that (applicant's name) has been employed/was employed with (name of the district) during the listed dates in the following role and capacity:

<b>(Start and End Date)</b>	<b>Role</b>	<b>Time Employed in this Role (example Full Time= 100%, Half Time= 50%)</b>

\*Please note: Full Time Service means service for a minimum of four hours per day for at least three-fourths of the total days in the school year. Substitute or part-time service does not apply.

Sincerely,

(HR Personnel Wet Signature or Date and Time Stamped Signature)

(HR Personnel Title)

(HR Personnel Contact Information)