

# OCCUPATIONAL EXPERIENCE VERIFICATION GUIDELINES

All occupational experience must be after age 16 and must be within the **LAST 5 YEARS** for Health Science Technology applicants and in the **LAST 7 YEARS** for all other areas. Note: One year of full time employment = 2,000 hours. **Note: Current teachers applying to teach ACC campus-based, online, or concurrent enrollment CTE courses may include non-teaching occupational hours that are older than the 5 or 7 year requirement if they have the required degree (and license/certifications as listed) AND a minimum of 3 years full-time teaching experience in the discipline/program or 6 years part-time teaching experience in the discipline/program.**

Applicant will complete the top portion and forward to an employer to complete the second portion. Please request the employer to return the form to you. Keep a copy for your records and submit the original with your application materials.

## Determining Which Form to Use\*:

- Use the **General Occupational Experience Verification** form if your occupational hours were in the service of another individual, business, and/or organization that hired you to work for them and could define for you what was to be done and how it was to be done.
- Use the **Self-Employed Occupational Experience Verification** form if any of the following apply to you.
  - You carry on a trade or business as a [sole proprietor](#) or an [independent contractor](#).
  - You are a member of a [partnership](#) that carries on a [trade or business](#).
  - You are otherwise in business for yourself (including a [part-time business](#))

\*based on the IRS self Employed Tax Center guidance.

## Occupational Experience Requirement:

**Demonstrate adequate occupational experience** by documenting verified, paid or unpaid occupational experience in the credential area within the last 7 years – except for applicants in the Health Sciences area where experience must be 4000 hours of paid experience within the past 5 years.

- An applicant with a related Bachelor degree or higher – 2,000 hours;
- An applicant with a related Associate's degree or Industry license or certification – 4,000 hours

## Other types of occupational experience verification accepted:

- Letters of reference from employers stating employment dates and duties
- Military discharge papers (DD 214) or other military verification of duties performed and dates
- Self-employment\* – complete the self-employed occupational experience verification form and include copies of a Schedule C or Schedule C-EZ, the first page of an income tax return showing self-employment income or letters of reference from customers that include the dates/services rendered and cost of services.
- Proof of Professional Status \* - Verifiable exhibition record or representation by a third party.
  - Letters of reference or other documentation from gallery(s), shops, or sites where work is available for sale.
  - Contract for representation.
  - Printed materials from professional venues (postcards, ads, etc.)
  - Statement of sales provided by the representing third party.

## Please Note:

- For **closed business**, no records available or unavailable employers, please complete both sections and submit copies of W-2 forms relative to first and last dates of employment or other means of verifying employment.
- Applicant may use **Teaching Experience** for occupational experience if they have a related degree, correct number of occupational hours but the hours are older than 5 or 7 years AND they have been teaching in the content area. For full time applicants – 3 years full time teaching can substitute for the recent occupational hours provided the hours can be documented at some point in the career. For part time applicants – 6 years part time teaching can substitute.

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## Submit completed application to:

The Credentialing Officer at your postsecondary institution

For a complete list of credentialing officers see [http://www.coloradostateplan.com/cred\\_officers.htm](http://www.coloradostateplan.com/cred_officers.htm)