

# SELF-EMPLOYED - OCCUPATIONAL EXPERIENCE VERIFICATION FORM

*Applicant: One of the requirements for granting a credential to teach Career and Technical Education is the verification of successful non-teaching occupational experience (see Guidelines page for teaching exception) in the specific skill area to be taught. Please see the Occupational Experience Verification Guidelines page to determine which form to use.*

## TO BE COMPLETED BY THE APPLICANT

**Self -Employment** was Full \_\_\_\_\_ Part \_\_\_\_\_ Time Please note total hours  
(1 year full time = approximately 2,000 hours)

Self Employment was from \_\_\_\_\_ to \_\_\_\_\_

Description of Duties/Projects (Attach example scope of work if possible) : \_\_\_\_\_

Applicant must also validate self- employment or professional status by providing one or more of the following  
**for each year of employment that you included in the hours above:**

- Proof of Self Employment
  - copies of a Schedule C or Schedule C-EZ
  - the first page of an income tax statement 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.

*Applicant Verification - I verify that the information above is an accurate reflection of my self-employment experience and tenure.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date