

WORK EXPERIENCE REPORT FORM

For Michigan PK-12 Teaching Certificates and Endorsements



Instructions:

This form must be completed by the Principal or School Designee of the employing school district, or instructional entity, and submitted with your application documents.

SUBMIT FORM TO MDE-EDUCATORHELP@MICHIGAN.GOV WITH APPLICATION DOCUMENTS. FORM MAY BE DUPLICATED AS NEEDED FOR MULTIPLE ROLES AND ASSIGNMENTS.

TEACHER IDENTIFIERS

Name _____
first name middle name last name other names used

(PROVIDE AT LEAST ONE ADDITIONAL IDENTIFIER)

PIC #: _____ Date of Birth: _____ MOECS Application #: _____

VERIFICATION OF EDUCATION-RELATED INSTRUCTIONAL WORK EXPERIENCE

This is to verify that the individual named above fulfilled an instructional role on a full-time or intermittent basis at the selected instructional entity in the selected role(s).

INSTRUCTIONAL ENTITY TYPE

ROLE(S)

GRADE LEVELS _____ SUBJECTS TAUGHT _____

District or Instructional Entity Name

District or Instructional Entity Address

For assignments completed consecutively within one or more calendar years:

From _____ To _____
(month/year) (month/year)

For assignments **not** completed consecutively within one or more calendar years, provide total number of days taught as calculated by [R 390.1103](#): **total days** _____

THIS CANDIDATE'S SERVICE IS RATED: SUCCESSFUL UNSUCCESSFUL*

*When an unsuccessful rating is recorded, please provide an explanation on a separate document or email from individual completing the form. Email should be sent to MDE-EducatorHelp@Michigan.gov.

In accordance with Administrative Rule [390.1103](#), [successful teaching](#) must be within the validity of a teaching certificate and is calculated in the following ways:

- A year of employment equals 150 instructional days and may be earned within an academic year; more than 1 year of employment cannot be earned during a single academic year.
- A year of employment may be accumulated over a period of years.
- An instructional day is 6 or more clock hours during which a teacher provides instruction to or has contact with students.
- Two partial instructional days of not less than 3 hours each may be combined to equal 1 day.

Validity is defined as being within the subject, content or discipline area and grade level indicated on a certificate that has not lapsed or expired.

Signature of Principal or School Designee

Date

Name and Title (please type or print)

Email Address

Area Code/Telephone Number