

VERIFICATION OF Military Service EXPERIENCE

last name	first name	middle name	maiden name
street address	city	state	zip code
social security number	email address		

- ▶▶ Attach copies of:
- a) DD-214 to verify the service is honorable, should cover all periods requested if multiple separations
 - b) DD-2586 - Verification of Military Experience and Credit, VMET
 - c) Annual Performance Reports - Pages from the specific years that show a leadership role or instructional role was performed and for how long, where it's missing or unclear on the DD-2586

Box A	Military Instructor Experience			
Military Branch <input type="checkbox"/> Air Force <input type="checkbox"/> Army <input type="checkbox"/> Coast Guard <input type="checkbox"/> Navy <input type="checkbox"/> Marine Corp	Beginning date of service (month, day, year)	Ending date of service (month, day, year)	Total hours worked per week <input type="checkbox"/> full-time <input type="checkbox"/> part-time	Position title
Box B	Military Leadership Experience (must be after professional military leadership training)			
Military Branch <input type="checkbox"/> Air Force <input type="checkbox"/> Army <input type="checkbox"/> Coast Guard <input type="checkbox"/> Navy <input type="checkbox"/> Marines	Beginning date of service (month, day, year)	Ending date of service (month, day, year)	Total hours worked per week <input type="checkbox"/> full-time <input type="checkbox"/> part-time	Position title

I certify that this verification omits periods of military separation and that all information is complete and correct according to the official records of United States Department of Defense.

military official/designee signature	title	date
military official email address	telephone	mailing address
signature of applicant	telephone and email address	date

Military Service Experience Credit: How to Apply

For experience credit as a professional educator:

Complete Form ME (Verification of Military Service Experience) to include the military official, and applicant signatures and contact information. Form ME may be copied as needed. Please note that only experience of one-half time or more (fifteen hours per week) will be considered in the evaluation. One full year of experience credit shall be awarded for every two years of full-time instructional or leadership duties while on active military duty in the Armed Forces of the United States, regardless of academic degree held while in instruction or leadership roles.

****DO NOT SEND THIS FORM TO THE NCDPI LICENSURE SECTION****

*Send this ME form and supporting documentation to the personnel administrator in your employing North Carolina school system, along with the \$55.00 processing fee (personal check, money order, certified check made payable to the Department of Public Instruction **or** Form CC if payment is being made by Visa or MasterCard). Form CC is located at <http://www.ncpublicschools.org/licensure/forms/>*

****The employing North Carolina school system will complete the recommendation on Form RN - LEA Recommendation for Nonteaching Experience Credit, and submit the entire request to the Licensure Section of NCDPI.**

Highlighted information is blacked out and unreadable by our digital scanning system. Please do not use highlighters of any color on your documents. Highlighted documents may be returned to you.

Please do not fold, staple, or use paper clips to organize these materials. Doing so will slow down the automated application process and delay your response. Please mail the documents in a 9" x 12" envelope.

Thank you.

Note: Non-military work experience cannot be requested using this form. Requests for Non-teaching Work Experience must be submitted through the personnel office of the employing NC school system using Form NE.

Public Schools of North Carolina
Department of Public Instruction
Licensure Section
6365 Mail Service Center
Raleigh, North Carolina 27699-6365

September 2014