

Guidelines for Eligibility of Experience Credit

The following statements explain the policies that determine whether any given period of experience can be credited to a license holder's experience rating. Procedures for calculating the amount of experience to be credited are also described.

Experience as a Professional Educator

- ❖ Credit awarded for professional school experience is calculated according to these rules:
 - Full-time work in a school unit of not less than six calendar months within one fiscal year (July 1 through June 30) earns one year of experience credit (excluding experience in a one-teacher private school).
 - Part-time work (at least fifteen hours per week) in a school unit can earn one increment of experience if the experience is equivalent to six calendar months of full-time employment during a single fiscal year.
 - Partial years of full-time or part-time experience can be combined for experience increments, e.g., two years of part-time work (at least fifteen hours per week) can be combined for an experience increment.
 - Full-time experience of less than six calendar months in any fiscal year can be combined with another partial year of full-time work for an experience increment.
 - Experience credit for a single year served in two or more school administrative units is allowed unless the Superintendent of Public Instruction has been advised that the person's contract was willfully breached during the school year.
- ❖ Credit for college teaching experience is calculated as follows: teaching two courses (six semester hours or class hours) is considered half-time work; teaching four courses (twelve semester hours or class hours) is considered full-time work.
- ❖ Service as a tutor, clerical paraprofessional, or substitute teacher is not recognized for professional educator experience credit. It may be recognized for non-teaching work experience credit if it meets the criteria below.

Relevant Non-teaching Work Experience Professional work experience in the public or private sector [including vocational or technical work] that is directly related to an individual's area of licensure and work assignment. Non-teaching work experience can only be credited in the area of licensure to which it is relevant. To be credited this experience must be recommended by the employee's designated personnel administrator and is contingent on employment in the area:

- ❖ Eligible experience
 - must have been at least half time (20 hours/week or more)
 - must have been completed after age 18
 - does not include on-the-job training
 - is calculated on a calendar month basis and cannot be combined with other types of experience (for example teaching assistant, teaching).
- ❖ Credit for non-teaching experience is calculated according to these rules:
 - total the full-time calendar months of experience
 - divide the total months by 12 to determine the non-teaching work experience (if there is a remainder of 6 months, round up by 1 year.) Note: The six-month rule can only be applied for individuals with a minimum of one year of full-time employment (12 calendar months at 40 hours per week).
 - One year of experience credit can be awarded for every two years of full-time relevant non-teaching work experience completed before the individual earned a bachelor's degree. One year of experience credit can be awarded for every year of full-time relevant non-teaching work experience completed after the individual earned a bachelor's degree.
 - For Class V Career-Technical Trade and Industry Education licenses one year of experience credit can be awarded for every year of full-time relevant non-teaching work experience after the individual has completed the required training and work experience to qualify for the provisional license. If an individual holds more than one licensure area with qualifying experience, experience is credited only for the area with the highest experience. For example, if a trades preparatory teacher has six years of carpentry experience and four years of automotive experience, experience credit is based on the carpentry experience only.
 - Partial years of full-time or part-time experience can be combined for experience credit.
- ❖ If an individual holds more than one licensure area with qualifying experience, experience is credited only for the area with the highest experience. For example, a trades preparatory teacher has six years of carpentry experience and four years of automotive experience. The experience credited is based on the carpentry experience only.
- ❖ **An official job description must accompany each non-teaching experience form submitted.**