

NON-TEACHING EXPERIENCE REQUEST GUIDE

- ☐ Was at least half-time (20 hours/week or more)
- ☐ Totals at least 12 months
- ☐ Occurred after age 18
- ☐ Is directly applicable to the individual's area of licensure
- ☐ Is appropriately verified by former employer on Form NE, including exact beginning & ending dates and number of hours worked *per week*
- ☐ *Official* job description is attached

If above criteria are met, add total number of months and divide by 12 to determine number of years to be recommended. If there is a remainder of 6 months or more, round up by 1 year. 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.

Partial years of full-time or part-time experience can be combined for experience credit.

- ☐ Complete and sign Form RN
- ☐ Attach the verified Form NE and official job description
- ☐ Forward to the Licensure Section along with the required \$55 processing fee (if adding experience to existing license).

NOTE TO PERSONNEL ADMINISTRATORS: *Use this form in preparing your licensure request. You need not include it with your request to the Licensure Section.*