

PROGRAM OF ALTERNATIVE CERTIFICATION FOR EDUCATORS (PACE)

DIVISION OF EDUCATOR QUALITY AND LEADERSHIP
OFFICE OF EDUCATOR CERTIFICATION
LANDMARK II OFFICE BUILDING
3700 FOREST DRIVE, SUITE 500
COLUMBIA, SOUTH CAROLINA 29204

VERIFICATION OF TWO YEARS PRIOR WORK EXPERIENCE

Applicants to the PACE program who are seeking a letter of eligibility must present verification of two years prior work experience. An earned master's degree can be used in lieu of the required experience. The work experience must have taken place since graduation from high school. The work experience must include at least one year of continuous full time work. Part-time work experiences can be combined for an equivalent to one year of full time work experience, but cannot replace the one year of continuous full time work. Work experience does not have to be teaching experience. Please complete all information below. **Use black ink only.**

PLEASE PRINT

Name (Last, First, Middle, Maiden)			
Address	City	State	Zip Code
Social Security Number	High School Graduation Date (month/year)		

The State Department of Education reserves the right to contact previous employers to verify your work experience. This form will not be accepted if it does not include the name of a contact and phone number for each employer. This form cannot be utilized to verify teaching experience credit for pay purposes.

PLEASE PRINT

Name of Company	DATE OF EMPLOYMENT				Total Months Employed	Average Hours per Week	Employer Contact	Phone
	From:		To:					
	Month	Year	Month	Year				

I certify that the information shared above is correct and I understand that I could be released from the PACE program if I have provided false information.

PACE Applicant Signature	Date
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