

The University of the State of New York  
**THE STATE EDUCATION DEPARTMENT**  
 Office of Teaching Initiatives  
 89 Washington Avenue  
 Albany, New York 12234  
[www.highered.nysed.gov/tcert](http://www.highered.nysed.gov/tcert)

**Verification of Paid Experience for Teaching Assistant Level II or III Certificates**

All paid experience for a Teaching Assistant certificate must be verified by the Public School Superintendent or Chief School Officer of the Non-Public school.

**Instructions for Certificate Holder:**

Please complete Section I and submit the form to your employer(s) for completion of Section II. A separate form must be completed by each employer.

**Instructions for the Employer:**

Please complete Section II and III. This form must be completed by the Superintendent of the school district or an authorized individual, verifying that the certificate holder completed paid Teaching Assistant experience. For New York City, the experience must be verified by the Teaching Assistant (paraprofessional) office. The form must be submitted to the Office of Teaching Initiatives by the employer via email to: [otixpverif@nysed.gov](mailto:otixpverif@nysed.gov); or by mail to the address listed above. This form cannot be faxed.

<b>Section I:</b>			
First Name:	Last Name:	Middle Initial:	
Date of Birth: _____ / _____ / _____	Last 4 Digits of the Social Security Number: _____		
Certificate title(s) you are requesting this form be completed for:			
<b>Section II</b>			
Commissioner's Regulations, 80-5.6 require one year of valid paid teaching assistant experience under a valid Teaching Assistant Level I certificate for the Level II certificate. Experience for the Level II or Level III certificate must be valid paid Teaching Assistant experience under the Level I certificate or satisfactory teaching experience under a classroom teaching certificate.			
Name of school or employer: _____			
Street Address:	City:	State:	Zip Code:
Employment 1			
Position: _____ <small>(Subject and grade level)</small>			
<input type="checkbox"/> Full time: from: _____ / _____ / _____ to _____ / _____ / _____ <small>(mm) (dd) (yyyy) (mm) (dd) (yyyy)</small>			
<input type="checkbox"/> Part time: full-time equivalent days: _____ from: _____ / _____ / _____ to _____ / _____ / _____ <small>(mm) (dd) (yyyy) (mm) (dd) (yyyy)</small>			
Employment 2			
Position: _____ <small>(Subject and grade level)</small>			
<input type="checkbox"/> Full time: from: _____ / _____ / _____ to _____ / _____ / _____ <small>(mm) (dd) (yyyy) (mm) (dd) (yyyy)</small>			

Part time: full-time equivalent days: \_\_\_\_\_ from: \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_  
(mm) (dd) (yyyy) (mm) (dd) (yyyy)

**Employment 3**

Position: \_\_\_\_\_  
(Subject and grade level)

Full time: from: \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_  
(mm) (dd) (yyyy) (mm) (dd) (yyyy)

Part time: full-time equivalent days: \_\_\_\_\_ from: \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_  
(mm) (dd) (yyyy) (mm) (dd) (yyyy)

**Section III**

I verify that the individual listed above gained the paid experience listed above at the public/private school of which I am the superintendent; or, the approved non-public/independent school of which I am the chief school officer.

Name of school or employer: \_\_\_\_\_

Address of school or employer: \_\_\_\_\_

Print name of administrator: \_\_\_\_\_

Signature of administrator: \_\_\_\_\_ Date: \_\_\_\_\_

Administrative title: \_\_\_\_\_

Email: \_\_\_\_\_ Phone #: \_\_\_\_\_