

## VERIFICATION OF CANDIDATE WORK EXPERIENCE - PRINCIPAL

### Experience Requirements

Per 23 Illinois Administrative Code, Part 30, Section 30.70, candidates **admitted** to a principal preparation program must have at least **two years** of experience as a teacher or school support personnel.

Per 23 Illinois Administrative Code, Part 25, Section 25.337, candidates in a principal preparation program must have at least **four total years** of experience as a teacher or school support personnel **to be entitled**. Given this, as the institution through which this applicant is applying, we must verify the applicant's teaching/school support personnel experience. Work experience in roles such as dean or program supervisor does not meet the experience requirement.

A candidate may qualify for the principal endorsement with fewer than 4 years of experience upon presentation of certain performance evaluation ratings that incorporate data and indicators of student growth.

- 1) A candidate may qualify with three years of experience if they have received at least a "proficient" performance evaluation rating in their three annual performance evaluations conducted.
- 2) A candidate may qualify with two years of experience if they have received an "excellent" performance evaluation rating in their two annual performance evaluations conducted.

If a candidate wishes to receive entitlement based on fewer than 4 years of experience, evidence of the proficient or excellent performance evaluation ratings must be attached.

### Confirmation of Experience

A separate form should be submitted for reporting experience in each school (if experience in more than one school is needed to fulfill the requirement) and each form must be signed by an official (Superintendent, Assistant Superintendent, Principal, or Director of Personnel) of the school(s) in which the experience occurred. The completed form(s) should be returned to the applicant for inclusion with their application packet.

Applicant's Name: \_\_\_\_\_ IEIN: \_\_\_\_\_

The applicant named above has served \_\_\_\_\_ years of full-time employment from \_\_\_\_\_ to \_\_\_\_\_  
(#) (mo./yr.) (mo./yr.)

in the school of \_\_\_\_\_  
(district # or other designation) (City) (State)

as a (check one):  Teacher  School Counselor  School Nurse  School Psychologist  
 School Social Worker  Speech Language Pathologist-Non Teaching  Other

Please note, work experience in roles such as dean or program supervisor does not meet the teaching or related service requirement.

**The verification information below must be provided to complete the application.**

\_\_\_\_\_  
Name of School

\_\_\_\_\_  
Signature of Authorized Official

\_\_\_\_\_  
Street Address of School

\_\_\_\_\_  
Printed Name of Official

\_\_\_\_\_  
City State

\_\_\_\_\_  
Printed Title of Official

\_\_\_\_\_  
Date