

**UTAH STATE BOARD OF EDUCATION  
VERIFICATION OF EDUCATOR EXPERIENCE**

The Utah State Board of Education (USBE) requires a signed statement showing a year-by-year history of contracted educational work experience. The USBE will also accept letters of verification from former employers that include the same type of information as noted on this form. Please remit the original form and copy of the State/Country Educator license to the referenced educator. If no seal is available, please attach a business card of the person verifying the teaching experience. This form must be completed and signed by the former employer and returned to the applicant. A new form should be submitted for each district/LEA where the applicant has been employed. **Please be as specific as possible when describing assignments/subjects taught (e.g. biology or chemistry instead of science)**

\_\_\_\_\_  
Educator Full Name \_\_\_\_\_  
CACTUS ID #

\_\_\_\_\_  
Educator's Return Address

\_\_\_\_\_  
City, State, and Zip (Postal) Code

Start Date mm/dd/year	End Date mm/dd/year	Full Time (Y/N)	Grades	Assignments/ Subjects	School	Public/ Private (P/PR)

\_\_\_\_\_  
Name of Employing Organization/District

\_\_\_\_\_  
Signature of Official Providing Verification

\_\_\_\_\_  
Print Name and Title

\_\_\_\_\_  
Full Address: Street, State, and Zip (Postal) Code

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Form Completion Date and Phone Number

Affix Organization Seal or Business Card Here