

## CTE Work Verification Form

**Section 1: Completed by the Applicant**

Name: \_\_\_\_\_

School/District: \_\_\_\_\_

Yes:      No:      I was advised by my school/district supervisor to apply for a preliminary credential in the following industry sector (Check 1 only):

<ul style="list-style-type: none"> <li>▪ Agriculture and Natural Resources</li> <li>▪ Arts, Media and Entertainment</li> <li>▪ Building and Construction Trades</li> <li>▪ Business and Finance</li> <li>▪ Education, Child Development and Family Services</li> </ul>	<ul style="list-style-type: none"> <li>▪ Energy, Environment and Utilities</li> <li>▪ Engineering and Architecture</li> <li>▪ Fashion and Interior Design</li> <li>▪ Health Science and Medical Technology</li> <li>▪ Hospitality, Tourism and Recreation</li> </ul>	<ul style="list-style-type: none"> <li>▪ Information and Communication Technologies</li> <li>▪ Manufacturing and Product Development</li> <li>▪ Marketing, Sales and Service</li> <li>▪ Public Services</li> <li>▪ Transportation</li> </ul>
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**Job Description:** It is the responsibility of the applicant to demonstrate at least 3 years of documented work relevant to the industry sector. The CTC accepts any industry-relevant service commitment, paid or unpaid, of at least 1,000 hours during a 12-month cycle as a “year.” Please provide a thorough description of your duties and the time period/hours you worked.

Role/Title	Description of Duties	Start Date	End Date	Estimated hours / year

## CTE Work Verification Form

**Section 2: Completed by Former Employer.**

The individual listed in Section 1 is seeking eligibility for a CTE credential from the California Commission on Teacher Credentialing (CTC) through UCLA Extension. This verification process requires documented evidence of work experience connected to the industry sector listed. Your confirmation of the information in Section 1 will help our credential analyst make an appropriate eligibility determination:

Yes: No: I am a former supervisor familiar with the work described in this application.

Yes: No: I can confirm that the individual's description of their work in Section 1 is accurate to the best of my knowledge.

Name: \_\_\_\_\_

Title: \_\_\_\_\_ Company/Org: \_\_\_\_\_

Address: \_\_\_\_\_

Website: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Signature: \_\_\_\_\_

For verification purposes, the position you held while supervising the candidate must match information in your LinkedIn profile. If you are not using LinkedIn to verify your role, we ask that you add a signed copy of your business card or company letterhead.

Return this form to the applicant.