

GUIDELINES: OCCUPATIONAL EXPERIENCE VERIFICATION

PRIVATE OCCUPATIONAL SCHOOL PERSONNEL

APPLICANTS ARE REQUIRED TO:

1. Complete an Occupational Experience Verification Form INST-2 for each employer.
 - When teaching *general education subjects** verification of occupational experience is not required. See exceptions* below.
2. Verify all occupational experience was **after age 16** .
3. Occupational experience verification:
 - Teaching is not considered occupational "experience." Do not verify any hours obtained while employed as a teacher.
 - When an area requires a license, certificate of training, or degree, verify a minimum of 4,000 hours of related experience (non-teaching).
 - If an area does not require a license, certificate of training, or degree, verify a minimum of 10,000 hours of non-teaching experience.
 - One year full-time employment is equivalent to 2,000 (non-teaching) hours.
 - Part-time employment must equate to a minimum of 4,000 (non-teaching) hours.
4. Obtain **employer signature** for each Occupational Experience Verification Form INST-2.
5. If self employed, complete Section 1 and Section 2 of the Occupational Experience Verification Form INST-2 for each period of self-employment. Include proof of self-employment: copies of income statements; Schedule C; or letters of reference.
6. Have your signature **notarized** for each Occupational Experience Verification Form INST-2 completed for self-employment.
7. Ensure that job title and duties were related to the Program/Course area in which you will be teaching.
8. List all dates and **total hours** worked.
9. **PLEASE NOTE:** All Instructor Applicants who will be **teaching minor students (under the age of 16 years of age)** are required by law to submit to the Division of Private Occupational Schools the results of a criminal background check demonstrating that the applicant thereof has not been convicted of, plead nolo contendere to, or received a deferred sentence for a violation of any law of this state or the laws of any other state or any counterpart municipal law of this state or the laws of any other municipalities involving one of the offenses found in § 22-60.5-107 (2)(b) and § 22-60.5-107 (2.5)(a). Please contact the Division to obtain the proper forms to submit fingerprints to the Colorado Bureau of Investigation for a criminal background check. Detailed information explaining the process of obtaining a criminal background check and required fees can be viewed at the Division's website.
10. Submit the Occupational Experience Verification Form INST-2 **with** the Instructor Application materials **to the School Director** or other designated official of the school for which you are applying for teaching approval.

***Exceptions to the Occupational Experience Standard Requirement:**

- **MODELING**-- A minimum of 1,000 hours with proof of training or 2,000 hours experience without training. This applies to related areas within modeling also. Examples: Acting, vocal coaching, stage makeup.
- **TAX PREPARATION**-- A minimum of 1,000 hours of occupational experience within the last five years of which 200 hours is within the last 24 months. Or, in lieu of the 200 hours, submit proof of completion of a tax preparation update course within the past 12 months which was a minimum of 5 contact hours.
- **GENERAL EDUCATION**-- Subjects such as Math, English, Science, Basic Skills, and General Studies do not require occupational experience verified.

Additional Forms of Occupational Experience Verification Accepted:

- Military discharge papers (DD 214) or other military verification of subject- related duties performed and dates.
- **Self-employment:** 1) Complete both sections of Form INST-2, page 2; 2) have your signature notarized; and 3) include copies of income statements or Schedule C or letters of reference as proof of self-employment.

For Closed Business / No Records Available / or Unavailable Employers:

- Please complete **both** Sections 1 and 2;
- Have your **signature notarized**;
- **Include** copies of W-2 forms relative to first and last dates of employment; and
- **Include** a short note to explain why the previous employer could not verify. Also, verification can be made through letters of reference stating time, work, and job duties.

ALL INSTRUCTOR APPROVAL FORMS ARE AVAILABLE ON THE DPOS WEBSITE UNDER "SCHOOL RESOURCES", THEN "FORMS":
highered.colorado.gov/dpos

OCCUPATIONAL EXPERIENCE VERIFICATION PRIVATE OCCUPATIONAL SCHOOL PERSONNEL

Important: Before completing this form, please read Page 1 for verification guidelines and specific occupational experience requirements. **Instructors teaching General Education subjects are not required to complete this form.** Verification of occupational experience is an essential requirement for qualification to instruct an occupational program/course at a Colorado Private Occupational School. This form PROPERLY COMPLETED, must be INCLUDED WITH the Instructor Application for Private Occupational School Personnel, INST-1. One form for each past employer or each period of self-employment IS REQUIRED. Please copy and use additional forms as needed for EACH employer.

SECTION 1 -- TO BE COMPLETED BY THE APPLICANT:

Full Name (printed)

Phone

Full Address

Please sign below to authorize the employer to verify your occupational experience in the section below. (This employer is not the Private School Owner of school for which you are applying.)

Applicant Signature

This form is not valid unless the following area is completed.

SECTION 2 -- TO BE COMPLETED BY THE EMPLOYER OR SELF, IF SELF-EMPLOYED:

(Self-employment must be notarized)

The above-named person was employed from _____ to _____
Month / Year Month / Year

This was Full-____ or Part-____ Time

Please note total hours:
(1 year full-time = 2,000 hours)

He/She was employed as a _____
Job Classification

Description of Duties: _____

Firm _____ Phone _____

Address _____

Printed Name _____

Signature _____ (If self-employed, sign in presence of Notary)

Employer: Please return this form to the applicant!

(Area for Notary)

- - - For Self Employment only - - -

Notary Public