

# CHECKLIST

## INSTRUCTOR APPLICATION / OCCUPATIONAL EXPERIENCE VERIFICATION

School \_\_\_\_\_ Date \_\_\_\_\_

### INSTRUCTOR APPLICATION FORM (INST-1)

- \_\_\_\_\_ 1. Full name and address of the Instructor Applicant
- \_\_\_\_\_ 2. Applicant's current phone Nos.: Home\_\_\_\_ Work\_\_\_\_
- \_\_\_\_\_ 3. Employing school's name and address
- \_\_\_\_\_ 4. List of all Programs and/or Stand Alone Courses to be taught
- \_\_\_\_\_ 5. Date employed at school
- \_\_\_\_\_ 6. ALL questions in Section B answered: a.\_\_\_\_ b.\_\_\_\_ c.\_\_\_\_ d.\_\_\_\_
  - Any question(s) answered "Yes"? a.\_\_\_\_ b.\_\_\_\_ c.\_\_\_\_ d.\_\_\_\_
  - Explanation/documentation attached for **each** Yes answer? a.\_\_\_\_ b.\_\_\_\_ c.\_\_\_\_ d.\_\_\_\_
- \_\_\_\_\_ 7. **REQUIRED** signatures and date: Applicant\_\_\_\_ Employing School Owner/Director\_\_\_\_
- \_\_\_\_\_ 8. Teaching students under 16 years? Yes\_\_\_\_ No\_\_\_\_
  - If **Yes**, contact the Division for requirements to teach minors: 303/894-2960
- \_\_\_\_\_ 9. Section C, *Education area* completed
  - \_\_\_\_ *Education area* included special and/or military training which applied to occupational area
- \_\_\_\_\_ 10. **Occupational** experience within last 10 years listed in Section C

### OCCUPATIONAL EXPERIENCE VERIFICATION FORM (INST-2)

- \_\_\_\_\_ 1. INST-2 forms attached for each employer and/or period of self-employment Yes\_\_\_\_ No\_\_\_\_
  - If **No**, number of forms missing\_\_\_\_Notes: \_\_\_\_\_
- \_\_\_\_\_ 2. All job titles and duties listed are related to Program/Course area in which applicant will be teaching
- \_\_\_\_\_ 3. Applicant did NOT verify any hours obtained while employed as a teacher
- \_\_\_\_\_ 4. All dates\_\_\_\_, total hours worked\_\_\_\_, and related duties\_\_\_\_ are listed
  - \* Minimum of 4,000 hours of related (non-teaching) experience verified WHEN license, training certificate or degree required for occupational area
  - \* Minimum of 10,000 hours of related (non-teaching) experience verified WHEN license, training certificate or degree NOT required for occupational area
- \_\_\_\_\_ 5. All occupational experience verified was after age 16 yrs\_\_\_\_ and obtained within last 10 years\_\_\_\_
- \_\_\_\_\_ 6. At least 1,000 hours of total verified occupational experience obtained in last 5 years
- \_\_\_\_\_ 7. Each INST-2 form, Section 1 signed by applicant
- \_\_\_\_\_ 8. Each INST-2 form, Section 2 signed by employer
- \_\_\_\_\_ 9. When self-employment reported:
  - \_\_\_\_ a. Applicant completed separate INST-2 form for each period of self-employment
  - \_\_\_\_ b. Applicant completed and signed both Section 1\_\_\_\_ and Section 2\_\_\_\_ on each INST-2
  - \_\_\_\_ c. Applicant's Section 2 signature notarized on each applicable INST-2
  - \_\_\_\_ d. Proof of self-employment provided, e.g., photocopies of income statements; Schedule C; and/or Letters of Reference
- \_\_\_\_\_ 10. When previous Employers **not** available; Records **not** available; and/or Business **closed**:
  - \_\_\_\_ a. Applicant completed and signed both Section 1\_\_\_\_ and Section 2\_\_\_\_ on each applicable INST-2
  - \_\_\_\_ b. Applicant's Section 2 signature notarized on each applicable INST-2
  - \_\_\_\_ c. Applicant's short note of explanation attached explaining why previous employer could not verify
  - \_\_\_\_ d. W-2 forms attached that were relative to first and last dates of applicable employment\_\_\_\_ and/or Reference letters attached verifying dates of employment and job duties\_\_\_\_

\_\_\_\_\_  
SIGNATURE of School Official Responsible for Instructor Approval