



CERTIFICATION OF PROFESSIONAL SCHOOL EXPERIENCE

Part I: Employee Information				
Name:		Previous Name(s), if applicable:		
Social Security # (last 4 digits): XXX-XX-		New Position with BCSD:		
Previous Employer:		Previous Position(s):		
Awarding of Experience (please read and initial each)				
	<p>The Boone County School District may award job related experience for the purpose of salary calculation in accordance with KRS 157.320. Experience will be determined by the following criteria:</p> <ul style="list-style-type: none"> "Experience" means employment, other than as a substitute, for a minimum of one hundred forty (140) days during a school year in a public or nonpublic elementary or secondary school or college or university that is approved by the public accrediting authority in the state in which the teaching duties were performed. 			
	<p>For experience to be considered, I understand it's my responsibility to obtain experience from my previous employer and the signed form should be received in Human Resource within 30 days of my first day paid with the district.</p>			
Authorization to Release Information				
I authorize my previous employer to release information requested on this form to the Boone County School District.				
Employee Signature:			Date:	
Part II: Previous Employer Information - to be completed by an authorized official				
Name of Previous School/District:			Contract: <input type="checkbox"/> Limited <input type="checkbox"/> Continuing (Tenured)	
Number of accumulated sick leave days when he/she left your school district (KY school districts only):				
Experience Information				
Position	School Year	Number of Days Taught	Number of Days in School Year	Number of Hours per Day
Signature				
Signature of Certifying Officer:			Date:	
Printed Name of Certifying Officer:			Title:	

Please send completed form to Human Resources by email at wendi.fox@boone.kyschools.us or fax at 859.282-5643

___BCSD Use Only:

HR Coordinator Initials ___ Approved Years _____ Signature _____ Date _____