

## VERIFICATION OF TEACHING/ADMINISTRATIVE

This is to certify that \_\_\_\_\_  
(Last Name) (First Name) (Middle Name)

Last Four of SSN \_\_\_\_\_

Any other name(s) Used \_\_\_\_\_

Was employed by: \_\_\_\_\_

City of: \_\_\_\_\_ State of/Country of: \_\_\_\_\_

*BEGINNING MONTH-DAY-YEAR	*ENDING MONTH-DAY-YEAR	*POSITION	*NUMBER OF DAYS WORKED	*HOURS PER DAY	*FULL-TIME PART-TIME

**\*Required Fields**

**Position** – NM does not recognize Substitute or Paraprofessional experience as a “teacher of record”. Please list the teacher of record title (i.e., K-8 Elementary, Pre K-12 Special Education, 6-12 Secondary, etc.).

**Number of Days Worked** - "Full school year" means a minimum of 160 instructional days in a school year or 480 instructional days or equivalent number of days in schools or school districts on alternative schedules over multiple school years of full-time or part-time teaching during which the teacher is the teacher of record or serves as an instructional coach or resource teacher in at least one class each school year while holding a standard teaching license. An equivalent number of instructional hours may be accepted for those teachers who do not teach every day. Instructional days may include teaching in summer school or similar educational setting. [NMAC 6.60.4](#) **\*\*Please list each school year per line item, not summarized, and please do not list the educator worked 5 days a week as it will be rejected.**  
For Example: 09-10-2012    06-02-2013    K-8 Elementary Teacher    160 days    8 Hours    Full Time

**Authorized Signature, Title & Organizational Stamp** (Official stamp or seal is required if verification is from a country outside the United States). I attest, under penalty of perjury, that to the best of my knowledge, this employee was authorized and worked as an educator within the school district and the above verification is genuine and relates to the individual.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
E-MAIL