

**Office of Educator Certification**

**Educator Permit Experience Verification**

Type all information or use blue or black ink.

School Business Official/CEO

<b>Part 1 – To be completed by the Applicant.</b>
---------------------------------------------------

Last 4 digits of SSN		Telephone Number	
Last Name	First Name	Maiden/Previous Last Name	
Street Address/PO Box			
City	State	Zip Code	
Email Address			
I am applying for the following: <input type="checkbox"/> School Business Official <input type="checkbox"/> CEO Permit			

<p><b>Part 2 – To be completed by the employer.</b> Email completed form to <a href="mailto:certification@state.sd.us">certification@state.sd.us</a></p> <ul style="list-style-type: none"> <li>• <b>School business official</b> must have two years of experience as a school business official in a public or Department-accredited school if coursework requirements are not met.</li> <li>• <b>CEO permit</b> must have a minimum of three years of documented business, management, leadership, or instructional experience.</li> </ul>
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Printed Name of Company		Telephone Number	
Printed Name of Supervisor		Printed Title of Supervisor	
Street Address/PO Box			
City	State	Zip Code	
Email Address			

Date(s) of Employment: (example 7/1/2015 – 7/15/2017)	
Job Title:	
Average hours of work a week:	Total hours of work:

List specifically all job duties and responsibilities performed during the employment period.

Signature of Authorized Official

Date

Save the completed form as a PDF and Email to [certification@state.sd.us](mailto:certification@state.sd.us)