



Procedure 112

Verification of Teaching Experience

Background

Teachers leaving the employment of the division will be provided an original verification of their teaching experience with the board and five copies upon request.

Procedures

1. The teacher shall provide the human resources department with a mailing address to which the verification of teaching experience may be sent.
2. An original document will be issued only once. Should additional copies be requested, a \$25.00 fee will be levied which must be provided to the division in advance.