

The Commission on Teacher Credentialing in California (CTC) requires all Administrative Credential program students to verify their years of experience on district or employing agency letterhead and signed by the superintendent, assistant superintendent, director of personnel, director of human resources, or designated staff member. The school or designated staff member other than the applicant must verify all experience.

Concordia University Irvine - School of Education is required to have the official letter verifying student experience in the student file kept in the Credentialing Office. To be considered an official VOE, the letter must be sent directly from the school district to [gradadmissions@cui.edu](mailto:gradadmissions@cui.edu), or directly to an enrollment advisor. Applicants can also forward an email thread with the VOE attached confirming the VOE initially came from the district to an enrollment advisor.

**The Letter of Verification must be printed on School or District letterhead and include the following:**

- 1 Applicant's full name
- 2 Current place of employment; district, city, state
- 3 Dates (Month/Year) of full-time employment
- 4 Prior teaching experience and schools served
- 5 Area or subject(s) taught
- 6 Superintendent, assistant superintendent, director of personnel, director of human resources, or designated staff member signature in ink with date. Please include printed name. Electronic signatures cannot be accepted.
- 7 The following two (2) questions also need to be answered:
  - a) Has the applicant completed **two years** of full-time successful teaching or counseling in public, nonpublic, or private school for admission into the Preliminary Administrative Services Credential/ Master of Arts in Educational Administration program? **\*Substitute or part-time service does not apply.**
  - b) Has the applicant completed **five years** of full-time successful teaching or counseling in public, nonpublic, or private school of equivalent status, and hold a valid California Clear Credential required to file for the Preliminary Administrative Services Credential? **\*Substitute or part-time service does not apply.**

***Please email your official letter to:***

**[gradadmissions@cui.edu](mailto:gradadmissions@cui.edu) or [kcook@graduateprogram.org](mailto:kcook@graduateprogram.org)**