



**Alabama State Department of Education  
Educator Certification Section**

5215 Gordon Persons Building  
Post Office Box 302101  
Montgomery, AL 36130-2101

Telephone: (334) 694-4557

**This section must be completed by the  
employing Alabama public school system.**

School System Code: \_\_\_\_\_

**SUPPLEMENT CTV  
CAREER AND TECHNICAL EDUCATION EMPLOYMENT VERIFICATION**

This Supplement CTV is to be completed by each employer or self-employed individual to verify employment and work history within the required time period for individuals seeking a Degree Equivalent Technical Education Career and Technical Certificate in a technical education program area or a Degree Equivalent Health Science Career and Technical Certificate.

- Health Science
- Technical Education Program Area of \_\_\_\_\_  
*(Select from chart below)*

**Available Technical Education Program Areas**

**Grades 6-12**

<input type="checkbox"/> Technical Education: Additive Manufacturing	<input type="checkbox"/> Technical Education: Graphic Arts
<input type="checkbox"/> Technical Education: Advertising Design	<input type="checkbox"/> Technical Education: Heating, Ventilation, Air Conditioning, and Refrigeration (HVACR)
<input type="checkbox"/> Technical Education: Animation	<input type="checkbox"/> Technical Education: Heavy Equipment Operations
<input type="checkbox"/> Technical Education: Automotive Service	<input type="checkbox"/> Technical Education: Industrial Maintenance – Electrical and Instrumentation
<input type="checkbox"/> Technical Education: Aviation Technology	<input type="checkbox"/> Technical Education: Industrial Maintenance – Mechanical
<input type="checkbox"/> Technical Education: Building Construction	<input type="checkbox"/> Technical Education: Informatics
<input type="checkbox"/> Technical Education: Cabinetmaking	<input type="checkbox"/> Technical Education: Information Technology Support and Services <i>(Previously named Technical Education: Network Systems and Computer Services)</i>
<input type="checkbox"/> Technical Education: Carpentry	<input type="checkbox"/> Technical Education: Innovations in Science and Technology
<input type="checkbox"/> Technical Education: Clean Energy	<input type="checkbox"/> Technical Education: Integrated Production Technologies
<input type="checkbox"/> Technical Education: Collision Repair	<input type="checkbox"/> Technical Education: Law Enforcement
<input type="checkbox"/> Technical Education: Commercial Photography	<input type="checkbox"/> Technical Education: Legal Services
<input type="checkbox"/> Technical Education: Computer Electronics	<input type="checkbox"/> Technical Education: Marine Technology
<input type="checkbox"/> Technical Education: Computer Science <i>(Previously named Technical Education: Programming and Software Development)</i>	<input type="checkbox"/> Technical Education: Masonry
<input type="checkbox"/> Technical Education: Computer Science – PLTW	<input type="checkbox"/> Technical Education: Modern Manufacturing <i>(Previously named Technical Education: Manufacturing)</i>
<input type="checkbox"/> Technical Education: Correctional Service*	<input type="checkbox"/> Technical Education: Plumbing
<input type="checkbox"/> Technical Education: Cosmetology	<input type="checkbox"/> Technical Education: Power Equipment*
<input type="checkbox"/> Technical Education: Culinary Arts	<input type="checkbox"/> Technical Education: Precision Machining*
<input type="checkbox"/> Technical Education: Cybersecurity and Infrastructure <i>(Previously named Technical Education: Network Systems and Computer Services)</i>	<input type="checkbox"/> Technical Education: Robotics & Automated Manufacturing*
<input type="checkbox"/> Technical Education: Diesel Technology	<input type="checkbox"/> Technical Education: Television Production*
<input type="checkbox"/> Technical Education: Drafting Design Technology	<input type="checkbox"/> Technical Education: Utility Line Worker
<input type="checkbox"/> Technical Education: Electrical Technology	<input type="checkbox"/> Technical Education: Welding*
<input type="checkbox"/> Technical Education: Electronics Technology	<input type="checkbox"/> Technical Education: Working in Multicultural Environments:
<input type="checkbox"/> Technical Education: Emergency and Fire Management Services	<input type="checkbox"/> Korean*
<input type="checkbox"/> Technical Education: Engineering	
<input type="checkbox"/> Technical Education: Global Logistics & Supply Chain Management	

**Work experience as an employee** in a compensated position must be verified with this Supplement CTV and a notarized cover letter verifying the applicant's prior work experience. See page 2 for additional information.

**Self-employment** must be verified with this Supplement CTV and the following: (1) a notarized cover letter on the applicant's business/company stationery; (2) notarized letters from three individuals and/or companies with which business or work transactions occurred with the applicant's business/company; and (3) a photocopy of **each year's** state, county, and/or city business license(s). See page 2 for additional information.

**Full Name of Previous Employee/Self Employed Individual**

Title (e.g., Mr.)	First	Middle	Maiden	Last	Suffix (e.g., Jr.)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Social Security Number of the Employee/Self-Employed Individual

Business Company Name

Business Telephone

Business Email Address

Business Company Address

Street/P.O. Box/Route and Box	City	State	ZIP Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Documentation of Work Experience**

\* If employed part-time, indicate in the Part-time column the total number of clock hours worked during each employment period (e.g., 5,400 hours).

Dates of Employment	Full-time	Part-time* (clock hours)	Job Title	Specific Job Duties
Start	<input type="checkbox"/> Yes <input type="checkbox"/> No			
End				

Dates of Employment	Full-time	Part-time* (clock hours)	Job Title	Specific Job Duties
Start	<input type="checkbox"/> Yes <input type="checkbox"/> No			
End				

Dates of Employment	Full-time	Part-time* (clock hours)	Job Title	Specific Job Duties
Start	<input type="checkbox"/> Yes <input type="checkbox"/> No			
End				

- For verification of work experience as an employee, a notarized cover letter on the employer’s business/company stationery is attached. The letter must include at least a description of the nature of the business/company, a brief description of the scope and quality of the applicant’s work history, and the original signature of the employer or owner of the business company.
- For verification of self-employment, the following are attached:
  - A notarized cover letter on the applicant’s business/company stationery. This letter must include at least a description of the nature of the business/company, a brief description of the scope of the applicant’s work history, and the original signature of the applicant.
  - Notarized letters from three individuals and/or companies with which business or work transactions occurred with the applicant’s business/company during the required time period; and
  - A photocopy of *each year’s* state, county, and/or city business license(s) held for the dates of self-employment during the required time period.

**This form and the original documents must be sent directly to the employing superintendent.** Additional sheets may be attached if needed. **Original documents must be submitted by the employing superintendent to the Educator Certification Section.**

\_\_\_\_\_  
Signature of Employer or Business/Company Owner

\_\_\_\_\_  
Typed or Printed Name and Position

\_\_\_\_\_  
Name of Business

Sworn to and subscribed before me this \_\_\_\_ day of \_\_\_\_\_,

\_\_\_\_\_  
Seal and Signature of Notary Public

My Commission Expires:

A notary seal must be affixed to this form *OR* the business card of employer or business/company owner must be attached.