

Alabama State Department of Education
Educator Certification Section5215 Gordon Persons Building
Post Office Box 302101
Montgomery, AL 36130-2101
Telephone: (334) 694-4557This 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 **OR** ☐ 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: Advertising Design <input type="checkbox"/> Technical Education: Agriscience <input type="checkbox"/> Technical Education: Animation <input type="checkbox"/> Technical Education: Automotive Service <input type="checkbox"/> Technical Education: Aviation Technology <input type="checkbox"/> Technical Education: Business, Finance, Marketing, and Administration <input type="checkbox"/> Technical Education: Clothing, Textiles, and Interior Design <input type="checkbox"/> Technical Education: Collision Repair <input type="checkbox"/> Technical Education: Commercial Photography <input type="checkbox"/> Technical Education: Computer Science <input type="checkbox"/> Technical Education: Computer Science – PLTW <input type="checkbox"/> Technical Education: Construction Technology <input type="checkbox"/> Technical Education: Consumer Services <input type="checkbox"/> Technical Education: Correctional Service <input type="checkbox"/> Technical Education: Cosmetology and Barbering <input type="checkbox"/> Technical Education: Culinary Arts <input type="checkbox"/> Technical Education: Cybersecurity and Infrastructure <input type="checkbox"/> Technical Education: Diesel Technology <input type="checkbox"/> Technical Education: Early Childhood Education <input type="checkbox"/> Technical Education: Educators in Training <input type="checkbox"/> Technical Education: Electrical Technology <input type="checkbox"/> Technical Education: Electronics Technology <input type="checkbox"/> Technical Education: Emergency and Fire Management Services <input type="checkbox"/> Technical Education: Engineering <input type="checkbox"/> Technical Education: Entertainment and Media <input type="checkbox"/> Technical Education: Family Studies and Community Services <input type="checkbox"/> Technical Education: Flight Technology <input type="checkbox"/> Technical Education: Graphic Arts <input type="checkbox"/> Technical Education: Heating, Ventilation, Air Conditioning, and Refrigeration (HVAC)	<input type="checkbox"/> Technical Education: Industrial Maintenance – Electrical and Instrumentation <input type="checkbox"/> Technical Education: Industrial Maintenance – Mechanical <input type="checkbox"/> Technical Education: Information Technology Support and Services <input type="checkbox"/> Technical Education: JAG Specialist <input type="checkbox"/> Technical Education: Law Enforcement <input type="checkbox"/> Technical Education: Legal Services <input type="checkbox"/> Technical Education: Logistics <input type="checkbox"/> Technical Education: Masonry <input type="checkbox"/> Technical Education: Modern Manufacturing <input type="checkbox"/> Technical Education: Nutrition and Wellness <input type="checkbox"/> Technical Education: Plumbing <input type="checkbox"/> Technical Education: Precision Machining <input type="checkbox"/> Technical Education: Real Estate <input type="checkbox"/> Technical Education: Robotics & Automation <input type="checkbox"/> Technical Education: Sports, Recreation, and Attractions <input type="checkbox"/> Technical Education: Technical Design <input type="checkbox"/> Technical Education: Travel and Tourism <input type="checkbox"/> Technical Education: Utility Line Worker <input type="checkbox"/> Technical Education: Welding <input type="checkbox"/> Technical Education: Working in Multicultural Environments: Korean

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.)

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

Name: _____ SSN: _____

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.