



CTE Credential Program

Pre-Screening Work Verification Cover Letter

Please **complete** the checklist below to verify that you have included all the required information. Sign the required certification statement at the bottom and submit this completed form with your pre-screening documents.

Name: _____

Work Experience Verification Letters

The letter must clearly state **all** the following details:

Your Name

Your position and title

Complete description of Job duties

Dates of employment beginning and ending (months and years)

Full-time or Part-time (accounting of the total number of hours worked)

Printed on company letterhead

Include Supervisor's name and position

Signed by the Supervisor/HR Representative (original or adobe certified)

Self-Employed Letter

The letter must be a notarized self-verification letter including the Required Certification Statement below and must also include:

Supporting letter(s) from individuals with first-hand knowledge of your self-employment or relevant work

Five (5) additional documents to support your notarized self-verification letter such as a copy of tax form statement, business cards, current/former business license(s) or permit(s) within dates on letter, letters from former customers (must state the jobs done and the length of the jobs), letters from suppliers, or other business associates (such as your accountant, lawyer), who can verify your occupation

Please review and sign the Required Certification Statement:

"I certify under penalty of perjury that the contents of the letter(s) submitted to the credential program are true and correct to the best of my knowledge."

Signature: _____ **Date:** _____

Attach this completed and signed check list with supporting letters to your email submission.