

*****Letter must be signed and on district or agency letterhead by a superintendent, assistant superintendent, director of personnel, or director of human resources.*****

Template:

Date

This letter is to certify that (name of employee) has completed (number of years) of successful, full-time teaching and/or school services in the fields of pupil personnel, school nurse, teacher librarian, or speech-language pathology, or clinical or rehabilitative services, per the CTC's requirements for the Preliminary Administrative Services Credential.

(Name of employee) has been employed with (name of district or hiring agency) in the following position(s):

Start Date	End Date	Hours and Days	Position Title	Description of Work

District Representative signature (Signature must be on the letter.)

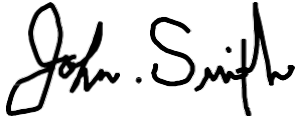
District HR Representative Title with contact information

****Examples Continue:**

October 1, 2016

This letter is to certify that Jane Doe has completed 4 years of successful, full-time teaching and/or school services, per the CTC's requirements for the Preliminary Administrative Services Credential.

Jane Doe has been employed with San Diego State District from (August/2012) to (August/2016) as a full time: 40 hours a day and five days a week, English Teacher at the high school level. She previously served at Global Campus District from 2010-2012 as a part-time: 4 hours a day, five days a week, teacher at the middle school level.

A handwritten signature in black ink that reads "John Smith". The signature is written in a cursive style with a large initial "J" and "S".

John Smith
District Credential Analyst
San Diego State District 5500
Cat Lane
San Diego, CA 919-
999-9999