

*****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, per the CTC's requirements for the Preliminary Administrative Services Credential.

(Name of employee) has been employed with (name of district or hiring agency) from (month/year) to (month/year) as a (full time or part-time: specify hours and days) (position held including subject area) in the (grade or level). **

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

District HR Representative Title with contact information

****Examples:**

October 1, 2016

This letter is to certify that Jane Doe has completed 5 years of successful, full-time teaching and 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/2011) to (August/2016) as a Full time: 40 hours a day and five days a week, Teacher of English Language Arts in the Sixth grade.

October 1, 2016

This letter is to certify that Jane Doe has completed 5 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/2011) to (August/2016) as a Full time: 40 hours a day and five days a week, School Counselor at the middle school level.

October 1, 2016

This letter is to certify that Jane Doe has completed 5 years of successful, full-time teaching and/or school services, per the CTC's requirements for the Preliminary Administrative Services Credential.

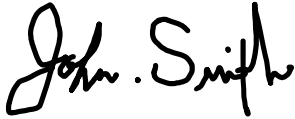
Jane Doe has been employed with San Diego State District from (August/2011) to (August/2016) as a Full time: 40 hours a day and five days a week, nurse at the high school level.

****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, flowing style with a large initial "J" and "S".

John Smith
District Credential Analyst
San Diego State District
5500 Cat Lane
San Diego, CA 91999
919-999-9999