

Creditable Experience

Creditable experience must be completed by using *MCPS Form 460-29, Verification of Employment* and completed by former employer(s).

What is credible experience?	What is not credible experience?
<ul style="list-style-type: none"> - Prior Teaching or Education Administration Experience (Pre-K-12 at public, private, or parochial schools) *For Pre-K experience, teaching must be in an accredited school - College Teaching (excludes summers and evenings) Clock hours: 1,000 = 1 year; 100 = 1 month. The applicant is required to verify the actual number of classroom teaching hours per day, the number of days per week, and the number of weeks involved to establish the total clock hours. One semester=15 weeks so if a candidate taught a three hour class, multiply 3x15=45 clock hours. - Peace Corps (maximum two years if job duties include teaching school age children) 	<ul style="list-style-type: none"> - Substitute teaching (short or long-term) - Volunteer Work - Student Teaching - Mentoring - Instructional Assistant/ Paraprofessional - Career Military - Non-teaching experience (camp, day care, Sunday/ Hebrew School, coaching, after school programs) - Tutoring - Per Diem - Self-Employment - Non-Accredited Pre-K
<p><i>Consideration may be given for non-teaching private industry or government experience if the requisite skills for the position being hired for are reflected in the MCPS job description. Examples of exceptions to the above rules may include: trade and technical teaching positions, physical and occupational therapists, speech language pathologists, school psychologists, social workers, and other professional staff.</i></p> <p>Please contact 301-279-3278 with any questions.</p>	