VERIFICATION OF EMPLOYMENT FOR CERTIFICATION

Directions for Applicant:

The Wisconsin Technical College System requires the Milwaukee Area Technical College to verify each instructor's work experience in order for the instructor to be eligible for certification. Please refer to the appropriate section below to determine which of your former employers should be used for certification purposes.

1. **Academic Subject Instructors (Basic Skills, English, History, Math, Natural Science, Social Science, etc.):**
   
   In addition to a bachelor's degree, a minimum of 2,000 hours of verified work experience outside the field of education is needed. Use any nonteaching, full-time and/or part-time work experience.

2. **Occupational Area Instructors (Agribusiness, Business, Consumer and Hospitality, Graphic Arts, Health Occupations, Information Technology, and Technical and Industrial):**
   
   If an occupational instructor has a bachelor's degree, a minimum of 4,000 hours of verified work experience is needed. If an occupational instructor does not have a bachelor's degree, a minimum of verified work experience and educational training totaling 14,000 hours is needed in lieu of the degree. Use only full-time and/or part-time employers where non-teaching work experience is directly related to the occupational subject area to be taught.

3. **Certified Administrative and Support Staff (Counselors, Instructional Supervisors, Administrators, etc.):**
   
   Academic instructional supervisors and administrators need a minimum of 2,000 hours of verified work experience outside the field of education. Occupational instructional supervisors and administrators need a minimum of 4,000 hours of verified work experience directly related to the occupational area to be supervised. Counselors need 4,000 hours of verified work experience outside the field of education. Use full-time and/or part-time non-teaching work experience.

4. If your work experience cannot be verified because you were self-employed, your former employer is no longer in business, or your employment records are no longer available, please call the Certification Office at 414-297-6683 for special documentation instructions.

Return completed forms as follows:

1. Please complete the top section of the attached Verification of Employment (VOE). Use one VOE for each applicable employer.

2. Forward the VOE to each applicable employer for completion.

3. Completed VOEs must be returned to the Certification Office at the Downtown Milwaukee Campus (address shown below), or the can be faxed to 414-297-8325.

In addition to being required for Certification, VOEs are needed for initial Step placement in the salary scale. If the appropriate VOE(s) is/are not provided when Step placement is done, then Step placement will be zero. This placement will be revised appropriately once the necessary VOE(s) is/are received and the new salary will be retroactive to the start of employment provided it was received prior to the end of the current semester. Otherwise the revised Step will be effective from that point forward.

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<thead>
<tr>
<th>Downtown Milwaukee Campus</th>
<th>Mequon Campus</th>
<th>Oak Creek Campus</th>
<th>West Allis Campus</th>
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<tbody>
<tr>
<td>700 West State Street</td>
<td>5555 West Highland Road</td>
<td>6665 South Howell Avenue</td>
<td>1200 South 71st Street</td>
</tr>
<tr>
<td>Milwaukee, WI 53233-1443</td>
<td>Mequon, WI 53092-1199</td>
<td>Oak Creek, WI 53154-1196</td>
<td>West Allis, WI 53214-3110</td>
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MATC is an Affirmative Action/Equal Opportunity Institution and complies with all requirements of the Americans With Disabilities Act.