Creditable Years of Experience

Change Request Form

This form must be completed and submitted by the project director. **Submit the form and documentation verifying Creditable Years of Experience (CYE) to** **panda.teachers@decal.ga.gov**. If social security numbers are included in verification documentation, redact the numbers before submitting. Teacher contracts, School Experience Verification Form, and letters from human resources or former employers are examples of what can be used to verify CYE. Employment applications/resumes, teaching certificates, training certificates, data from the GaPDS, and data from the Teacher’s Retirement System of Georgia (TRS) should not be used.

For Georgia’s Pre-K Program, *Creditable Years of Experience* (CYE) are defined as all years taught as a full-time lead teacher in a Georgia’s Pre-K Program (public or private) with an approved credential and/or all years taught as a full-time certified lead teacher in a K-12 public school. A teacher must have taught full-time for at least six months of the school year (60% of the year) to receive credit for one full year. Credit should not be given for teaching experience associated with substitute teaching, student teaching, teacher aide/assistant teacher experience, part-time or temporary teaching positions. The 2023-2024 school year should not be included in CYE because only PRIOR, completed years of experience are valid. Refer to section 12.8 in the Pre-K Providers’ Operating Guidelines for additional information.

Programs will be notified via email of a final decision for the teacher’s reported Creditable Years of Experience.

Date: Program Legal Name: Project Director:

Site Name:

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| --- | --- | --- | --- | --- |
| **Teacher’s Full Name** | **Teacher’s GaPDS#** | **CYE currently reported on roster** | **CYE the program is requesting to be reported for the teacher.** | **Verification documentation submitted with request**  |
|       |       |       |       | [ ]  Teacher contract[ ]  Employment/School Experience Verification Form[ ]  Letter from human resources/former employer[ ]  Other       |
|       |       |       |       | [ ]  Teacher contract[ ]  Employment/School Experience Verification Form[ ]  Letter from human resources/former employer[ ]  Other       |