

VERIFICATION OF EMPLOYMENT

CCTC Requirement:

A Commission-approved program shall determine prior to recommendation of a candidate for a clear Administrative Services Credential that the candidate has met the following requirements established in California State laws, regulations, and/or Commission policy:

Precondition 4: Verification of two years of successful experience in a full-time administrative position as defined in Title 5 of the California Code of Regulations section 80054(g)(2)(B) with an employing agency as defined in section 80054(g)(1).

Education Code Section 44270.1 (a)(2) and Title 5 of the California Code of Regulations section 80054(g)(1) and (g)(2)(B)

Name of your employee who is being recommended for the clear Administrative Services Credential:

Please verify the specific two years in which this individual served in a full-time administrative position.

Year One	Year Two

Name of employing agency:

Employer name:

Your title:

Job performance evaluations for the candidate were satisfactory or better (Please circle your response). Yes No

Comments:

Signature _____ **Date** _____