



Verification of Employment as a Teacher
Required for applicants to the VSU/Georgia ONmyLINE
Master of Arts for Teachers (M.A.T.) in Special Education –
General Curriculum & Adapted Curriculum Programs



All candidates for admission to the Master of Arts for Teachers (M.A.T.) in Special Education – General Curriculum and Adapted Curriculum programs must be employed as teachers in a classroom serving one or more student(s) receiving special education services. M.A.T. students must hold a Non-Renewable Non-Professional Teaching Certificate and will use their teaching experiences to enrich their MAT program curriculum and apply the knowledge and skills gained through their MAT studies. This form is an admission requirement for the M.A.T. program and must be submitted with other application materials. Applications without this required form cannot be reviewed.

Instructions

Section A: Must be completed by the applicant.

Section B: Must be completed and signed by the school principal, certifying that the applicant’s employment status meets the criteria outlined below. If the applicant is not currently serving in the role of a special educator, the principal’s signature also verifies his/her agreement that the applicant will be released of current teaching responsibilities for a minimum of a four-week period. During this four week period, the applicant will complete a clinical practice experience in special education that meets NCATE and PSC standards. This clinical practice will occur during the final fall or spring semester of enrollment.

Only the original signed document will be accepted for admissions purposes. Faxed or scanned copied **do not** fulfill this requirement and will not be used for admission review.

Section A (to be completed by applicant)

Name of Applicant (as it appears on the application for admission), please print clearly:

Employing School District & School Name: _____

- I am applying for the General Curriculum Program.
- I am applying for the Adapted Curriculum Program.

Signature of Applicant

Last 4-digits of social

Section B (to be completed by the school principal)

I certify the following:

- The applicant above is employed for the _____ academic year as a _____ teacher.
- As a teacher, he or she will be the teacher in a classroom in which one or more student(s) receive special education services. The specific services received by the student(s) are related to the applicant’s program of study (i.e., General Curriculum or Adapted Curriculum).
- The applicant holds a Non-Renewable Non-Professional Teaching Certificate in _____ or the district/school is in the process of applying for a Non-Renewable Non-Professional Teaching Certificate in _____ for the applicant.
- The school district and/or school require all teachers to have completed a criminal background check.
- If the applicant is not currently serving in the role of a special educator, the principal’s signature also verifies his/her agreement that the applicant will be released from current teaching responsibilities and will be assigned to the role of a special educator, full-time, for a minimum of a four-week period. During this four week period, the applicant will complete a clinical practice experience which will occur during the final fall of spring semester of enrollment.

Principal Signature _____

Date _____

Printed Name _____

Email _____

Phone _____

Return completed form to:
 The Graduate School
 Valdosta State University
 1500 North Patterson Street
 Valdosta, GA 31698-0005