

**Humboldt State University
Education Department
Reading Certificate Program**

**--SAMPLE--
Verification of Experience Letter**

School/District Letterhead

Date

Program Coordinator
Reading Certificate Program
Humboldt State University
Education Department
Arcata, CA 95521

Dear Program Coordinator:

Please be advised that _____ a candidate for admission to the Reading Certificate Program at Hsu, had completed a minimum of three (3) years full-time CCTC qualifying teaching experience in our school district working under the following credential/s:

His/her inclusive dates of the above service run from _____ to _____.

Very truly yours,

District superintendent/Principal (signature)