NCIDQ Examination

Educator
Work Experience Verification Form

You must send a Work Experience Verification Form to your direct supervisor for each teaching position you list on your Exam Candidate Application.

- Complete all parts of Section I of this form before giving the form to the person verifying your experience.
- Have your current or former supervisor complete Section II.
- All Work Experience Verification Forms must have the signature of the verifier on the form.
- Incomplete forms will be considered invalid.
- Please read the instructions for completing Section III and fill out as many teaching work logs (pg. 4) as needed.
- Both you and your supervisor will sign off on each work log form.
- Please note, a maximum of 50% of your route's required work experience may come from teaching hours (e.g., if 3,750 hours of experience are required, a maximum of 1,760 hours can be applied using teaching hours). All other work experience must come from professional practice.

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Applicant Name _____

                                    First Name   MI   Last Name

6 Digit NCIDQ Exam Control Number _____

Section I (For Candidate to complete):

Your Title _____

Institution Name _____

Institution Address _____

City _____ State/Province _____ Zip/Postal Code _____

Phone _____ Email _____

Dates of Employment (mm/dd/yy)   From _____ / _____ / _____   To _____ / _____ / _____

CIDA Accredited? Yes _____ No _____

Section II: (For Supervisor to complete)

Supervisor's Name: _____

Current Title _____

Phone _____ Email _____

Is all of the information the applicant provided in Section I correct? ___ Yes ___ No

If no, please explain _____

_____

_____

I verify that the information provided above and in Section I is correct.

Supervisor's Signature _____ Date _____

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Please follow the Instructions below to document your qualified teaching hours in Section III:

- List each course taught and use the formula below to calculate your qualifying teaching experience hours (See examples in the table below.):

  Course Contact Hours (number of hours teaching per week) x Weeks Taught = Total Contact Hours

  Total Contact Hours x 2.25 = Total Qualified Teaching Hours (QTH).

- Attach a syllabus that shows the activity schedule for each course taught.

- Any course taught multiple times in different semesters/quarters can count at 100% of QTH hours as many times as it was taught. However the same course taught twice or more in one semester or quarter will count at half of the total QTH for each subsequent time it is taught (see chart below).

- For courses that combine qualified task content areas (programming or design development) with task content areas that do not qualify (history or portfolio design), only the portion of the course that addresses the qualified experience content can be counted. See NCIDQ Exam blueprints for clarification about what is tested on the exam and can count as teaching experience hours.

- The candidate and the supervisor must sign at the bottom of each form used.

Section III Calculation Example:

Course (identifier and descriptor)	When Taught	Contact Hours (CH)	Total Weeks (of qualified content)	Total Contact Hours	Total Qualified Teaching Hours (TCH x 2.25)
IDES 2612-Interior Materials and Specifications	F 2010	4	15	60	135
IDES 2612-Interior Materials and Specifications	F 2011 (Sect. 1)	4	15	60	135
IDES 2612-Interior Materials and Specifications	F 2011 (Sect. 2)	4	15	60	135/2= 68
IDES 3614-Professional Practice and Ethics	S 2014	3	2* (majority of course contained information not identified in the Blueprint)	6	13.5
IDES 3644-Design for Special Populations	F 2015	4	7	28	63
Total Hours for Qualified Teaching					415

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Section III (For Candidate to complete):

Course (identifier and descriptor)	When Taught	Contact Hours (CH)	Total Weeks (of qualified content)	Total Contact Hours	Total Qualified Teaching Hours (TCH x 2.25)
Total Hours for Qualified Teaching					

Candidate Signature: _____ Supervisor Signature: _____