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| MA State Seal | Massachusetts Department ofElementary and Secondary Education |
| Office of Educator Licensure  |  Telephone: (781) 338-6600  |
| 135 Santilli Highway, Everett, MA 02149 | TTY: N.E.T. Relay (800) 439-2370 |

**Sample Letter: Preliminary Vocational Licensure Self-Employment Experience**

 **Purpose: The below sample letter template is intended to assist applicants for a Preliminary Vocational**

 **Educator License to verify self-employment experience that is directly related to a Preliminary license**

 **being sought and may not be used to verify other employment experience.**

 *As a reminder, the notarized letter must be accompanied by five forms of additional self-employment experience*

 *documentation that may include copies of federal income tax returns and bank statements for the applicable years,*

 *business letterhead, business contracts, and customer correspondence.*

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| SAMPLE SELF-EMPLOYMENT EXPERIENCE LETTER TEMPLATE*Please insert all information noted in the brackets below.*[Date]To Vocational Licensure:I, [name] attest that from [month/year] to [month/year or present] I have been self employed as the owner of [name of company/organization]. During this time I have worked [number] hours per week as owner of this business and the nature of the business is [short description of the nature of the business]. My daily responsibilities as owner consisted of [state responsibilities].Sincerely,[Applicant’s printed name][Applicant’s signature]  [Stamp/Seal of notary]   [Signature of notary]   |