|  |  |  |
| --- | --- | --- |
| MA State Seal | Massachusetts Department of Elementary 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.*

|  |
| --- |
| 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] |