



Massachusetts Department of Elementary and Secondary Education

Office of Educator Licensure
75 Pleasant Street, Malden, Massachusetts 02148-4906

Telephone: (781) 338-6600
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]

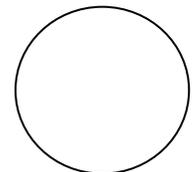
To Vocational Licensure:

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]