

North Carolina Department of Public Instruction

MILITARY LEADERSHIP OR INSTRUCTOR EXPERIENCE VERIFICATION

Experience Credit: How to Apply

Eligibility Requirements

- ▶ If you were employed by a school system in North Carolina in any capacity prior to 7/1/2014, you are not eligible for the military leadership or instructor experience credit.
- ▶ Experience credit for “Leadership Roles” is limited to verifiable experience in a military leadership position with primary responsibility over a team of other military service members following successful completion of a sanctioned military leadership course.

For experience credit:

Complete Military Leadership or Instructor Experience Verification Form (Form ME). This form ***must be signed and verified by one of the following*** military officials:

- ▶ Installation Personnel Officer
- ▶ Base Education Services Officer
- ▶ Former Commander for whom the applicant worked

Please note that only experience of part-time (twenty hours per week) or more will be considered in the evaluation. Regardless of academic degree held, one full year of experience credit shall be awarded for every two years of full-time work in instructional or leadership roles while on active military duty.

JROTC instructors are not eligible for military experience credit using this form.

****DO NOT MAIL THIS FORM TO THE NCDPI LICENSURE SECTION****

Submitting the request to add military experience:

- Forward the completed and signed Form ME and supporting military documentation (DD-214, DD-2586, and annual performance report) to your North Carolina employing school system for evaluation and recommendation of the experience credit
- Upload into your open application at <https://vo.licensure.ncpublicschools.gov/>:
 - completed and signed Form ME
 - DD-214
 - DD-2586
 - Annual performance reports
 - Form RN (the recommendation from your employing NC school system)

Note: Non-military work experience cannot be requested using this form.

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last name	first name	middle name	maiden name
street address		city	state
social security number		zip code	
social security number		email address	

- Attach copies of:
- a) DD-214 to verify the service is honorable (cover all periods requested, if multiple separations)
 - b) DD-2586 - Verification of Military Experience and Credit, VMET
 - c) Annual Performance Reports - Pages from the specific years that show a leadership role or instructional role was performed and for how long, where it's missing or unclear on the DD-2586

Box A	Military Instructor Experience			
Military Branch ☐ Air Force ☐ Army ☐ Coast Guard ☐ Navy ☐ Marine Corp	Beginning date of service (month, day, year)	Ending date of service (month, day, year)	Total hours worked per week ☐ full-time ☐ part-time	Position title
Box B	Military Leadership Experience (must be after professional military leadership training)			
Military Branch ☐ Air Force ☐ Army ☐ Coast Guard ☐ Navy ☐ Marines	Beginning date of service (month, day, year)	Ending date of service (month, day, year)	Total hours worked per week ☐ full-time ☐ part-time	Position title

I certify that this verification omits periods of military separation and that all information is complete and correct according to the official records of United States Department of Defense.

military official/designee signature	title	date
military official email address	mailing address	telephone
signature of applicant	telephone and email address	date