



DISTRICT OF COLUMBIA
OFFICE OF THE STATE SUPERINTENDENT OF

EDUCATION

Part I. F-4 Program Admission Verification Section

The purpose of this form is to verify the program admission and hiring of the student/applicant named below. 'Part I' must be completed by the certifying official of the Education Program Provider (EPP) institution where the student is admitted. Once completed, this form should be given to the student/applicant so that they can have 'Part II' of this form completed by the hiring official of the D.C. local education agency (LEA) where the applicant been hired.

ENROLLEE/APPLICANT INFORMATION

Last Name, First Name, M.I.:			
SSN#:	OR		
ECIS APPLICANT ID#:			
Date of birth:		Gender:	

PROGRAM ADMISSION INFORMATION

I certify that the applicant named above has been admitted into our approved preparation program(s) as indicated below:

List the specialization area(s) and grade level of the program in which this student is admitted.

1	
2	

This student started our program on the date of:	
The anticipated date of completion is:	
The program route type is:	<input type="checkbox"/> TRADITIONAL <input type="checkbox"/> NON-TRADITIONAL OR ALTERNATIVE

Printed name of verifying official	Signature	E-mail address	
Name of Educator Preparation Provider / Institution Name	State	Contact #	Date signed

Part II. Employment Verification Section

This section may only be completed the hiring official of the employing D.C.: public, public charter or private school. By completing this section you certify that this applicant has been hired as the official 'teacher of record' at this school with the employment assignment as indicated below:

School Name	Teaching Assignment Subject Area	Grade Level(s) Taught
Printed Name of Hiring Official	Hiring Official's Signature	Date signed
Email Address	Contact Phone Number	

Once this form has been completed by all required parties, it must be given back to the student/applicant. He/she shall be required to upload this form when submitting their online application. Incomplete forms and/or forms not properly signed with all required signatures shall not be accepted.