

VERIFICATION OF MILITARY SERVICE EXPERIENCE

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

- ▶▶ Attach copies of:
- a) DD-214 to verify the service is honorable, should 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 <input type="checkbox"/> Air Force <input type="checkbox"/> Army <input type="checkbox"/> Coast Guard <input type="checkbox"/> Navy <input type="checkbox"/> Marine Corp	Beginning date of service (month, day, year)	Ending date of service (month, day, year)	Total hours worked per week <input type="checkbox"/> full-time <input type="checkbox"/> part-time	Position title
Box B	Military Leadership Experience (must be after professional military leadership training)			
Military Branch <input type="checkbox"/> Air Force <input type="checkbox"/> Army <input type="checkbox"/> Coast Guard <input type="checkbox"/> Navy <input type="checkbox"/> Marines	Beginning date of service (month, day, year)	Ending date of service (month, day, year)	Total hours worked per week <input type="checkbox"/> full-time <input type="checkbox"/> 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

Military Service Experience Credit: How to Apply

IMPORTANT – 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 experience credit (by statute).

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For experience credit as a professional educator:

Complete Form ME (Verification of Military Service Experience) to include the military official, and applicant signatures and contact information. 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

Form ME may be copied as needed. Please note that only experience of one-half time or more (fifteen hours per week) will be considered in the evaluation. One full year of experience credit shall be awarded for every two years of full-time instructional or leadership duties while on active military duty in the Armed Forces of the United States, regardless of academic degree held while in instruction or leadership roles. 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. 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:

Upload a completed and signed copy of Form ME, along with the school system Recommendation for Non-teaching Experience Credit Form RN and the required service fee into the Licensure Online system located at <https://vo.licensure.ncpublicschools.gov/>. Application instructions and additional information to assist you in adding the experience are available within the online licensure system.

Note: Non-military work experience cannot be requested using this form. Requests for Non-teaching Work Experience must be submitted through the Licensure Online system using Forms NE and RN.