

**Paperwork Burden Statement  
Employer Verification**

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## National Center on Service Obligations – Employer Verification

### Employee Identification Verification

1. Employee name

First Name

Middle Name

Maiden Name, if  
applicable

Last Name

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2. Employee Social Security number

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3. Employee date of birth

mm-dd-yyyy

### Employer Information

4. Name of employee's supervisor

First Name

Last Name

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5. Supervisor's address

Address Line 1

Address Line 2

City

State

Zip Code

Phone

Mobile Phone

Fax

TTY

E-mail Address

Verify E-mail Address

Alternative E-mail Address

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6. Name of human resources manager

First Name

Last Name

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7. Human resources manager address

Please enter the information below if it differs from the information provided above.

Address Line 1

Address Line 2

City

State

Zip Code

Phone

Mobile Phone

Fax

TTY

E-mail Address

Alternative E-mail Address

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8. Name of person completing this form

## Employee Position Information

Questions marked in red do not affect employee obligation fulfillment status. These questions are for measuring performance of the programs at the Office of Special Education Programs.

9. Is the employee { highly qualified/qualified/fully certified} for this position under IDEA and/or No Child Left Behind? {Highly qualified/Qualified/Fully certified} for purposes of this data collection means that the employee meet the state requirements, if there are requirements in your state, for certification/licensure for this position.

1. {Highly qualified/Qualified/Fully certified}
2. {Not highly qualified/Not qualified/Not fully certified}
3. This state does not have requirements for certification/licensure for this position.

Yes  No

Note: If the position is an elementary or secondary general education/special education teacher, the employee can be "highly qualified"; if the position is general education/special education paraprofessional/aide or early intervention, early childhood or preschool paraprofessional/aide, the employee can be "qualified"; or if the position is administrator/coordinator, for related or supportive services in a school setting, or for teacher, related services, or supportive services in early intervention, early childhood, the employee can be "fully certified."

For more information on the definition of Highly Qualified please click [here](#).

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10. When did this job begin?

mm-dd-yyyy

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11. When did this job end?

Leave blank if the employee is currently employed in this job.

mm-dd-yyyy

12. Is this full time or part time employment?

Full Time

Part Time

This is a summer position

This position has summers off

13. On average, how many hours does the scholar work per week at this job? Note, this will only appear of the scholar selects "Part Time" above.

14. Which one of the following best describes the position held by employee?

- Classroom Teacher
- Instructional Specialist
- Paraprofessional/Teacher Assistant/Teacher Aide
- Supervision (including in the capacity of a principal)
- Teaching at the Postsecondary Level
- Research
- Policy
- Technical Assistance
- Program Development
- Administration
- Other, please specify

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15. Does this position serve students in these Special Education Service Areas?

Check all that apply.

- General special education, cross-categorical, generic, multi-categorical, or non-categorical
- General special education, mild or moderate
- Low incidence disabilities/multiple disabilities/ severe disabilities
- Combined studies: general education and special education
- Developmental delay
- Specific learning disabilities
- Speech/language impairment
- Emotional disturbance/behavioral disorders
- Autism
- Traumatic brain injury
- Deafness and/or hard-of-hearing
- Visual impairment and/or blindness

- Deaf-blindness
- Mental retardation: Mild/moderate
- Mental retardation: Severe
- Other health impairment
- Physical impairment/orthopedic impairment
- Adapted physical education
- Assistive technology
- Bilingual special education/ESL/TESOL
- Early childhood/early intervention
- Inclusive/collaborative practices
- Special education for youth in correctional facilities
- Transition
- Other, please specify

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16. Does this position serve students in these service areas?

Check all that apply.

- Audiology
- Counseling
- Educational diagnostician
- Interpreter/ASL
- Music therapy
- Nursing
- Occupational therapy
- Orientation & mobility
- Paraprofessional/Teacher Assistant/Teacher Aide
- Physical therapy
- Rehabilitation counseling

- School counseling
- Psychology
- Speech/language
- Social work
- Therapeutic recreation
- Work experience coordinator (employment transition specialist)
- Other, please specify

## Employment Information

17. Describe the percentage of time this employee taught or served special education students for the current or most recent school year.

- Less than 40%
- 40% -- 50%
- 51% -- 60%
- 61% or greater

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18. Describe the percentage of special education students this employee taught or served on this job for the current or most recent school year.

- Less than 40%
- 40% -- 50%
- 51% -- 60%
- 61% or greater

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19. Describe the percentage of time spent performing work related to the training for which the scholarship was received under section 662 of IDEA over the past year or most recent period of employment. (This question only asked if scholar indicates he or she is not a classroom teacher)

- Less than 40%
- 40% -- 50%
- 51% -- 60%



61% or greater