



Experienced Worker Certification Form for Entry Level Workforce Certificate Programs

The purpose of this form is to certify completion of at least two (2) years of successful performance within a specific field. You may certify current or previous employment. To certify current employment, applicants must complete the "Certification of Current Employment" portion of this form which requires a current employer's signature. To certify past employment, applicants must complete the "Certification of Past Employment" portion of this form which requires self-attestation and an additional form of documentation.

(All Applicants must complete this section.)

Prospective Student Name: _____

Field of Certification: _____

Employer(s): _____

Certification of Current Employment: Employer Certification

I hereby certify that ***the prospective named student above*** has completed at least two (2) years of successful performance in the specified field at the company listed above OR has at least two (2) years of combined successful performance at the company listed above and a previous employer. I also certify that I currently supervise ***the prospective student named above*** or work in the Human Resources department at the company listed above.

Company Agent Signature:

Date:

Certification of Past Employment: Self-Attestation

I hereby certify that I have completed at least two (2) years of successful performance in the specified field at the company(s) listed above.

Prospective Student Signature:

Date:

Note: In order to complete the Certification of Past Employment, you must also provide an additional form of documentation. Examples of acceptable documentation includes, but are not limited to:

- documentation from the Georgia Department of Labor certifying eligibility for Unemployment Insurance,
- a Lay-off Notice from the listed employer, or
- a letter from the Human Resources department specifying that the individual worked for the company for at least two (2) years.