

**VIRGINIA DEPARTMENT OF EDUCATION  
DIVISION OF TEACHER EDUCATION AND LICENSURE  
P. O. BOX 2120  
RICHMOND, VA 23218-2120**

## CERTIFICATION OF ELIGIBILITY FOR EMPLOYMENT RETIRED TEACHERS AND ADMINISTRATORS

School Division: \_\_\_\_\_

<b>REQUIRED INFORMATION</b>	
<b>NAME</b>	
<b>SOCIAL SECURITY NUMBER</b>	
<b>DATE LAST WORKED FULL TIME</b>	
<b>DATE OF HIRE BY SCHOOL BOARD</b>	
<b>TEACHING ASSIGNMENT (GRADES/SUBJECTS)</b>	

By my signature, I certify that the information on this form is accurate. I further certify that I have read the following statements and verify that I meet the requirements as stated. **I understand that falsification of this information could result in the loss of retirement benefits during my time of employment with this school board.**

- I am not participating in any program that provides an incentive for early retirement prior to my eligibility for full, unreduced benefits under the Virginia Retirement System.
- I have not been employed full time for at least a year by an employer participating in the Virginia Retirement System.
- I have not received either a verbal or a written offer of pre-employment from this Virginia local school board.
- I am licensed and endorsed in my area of assignment.
- I have been assigned to work in a critical shortage area as defined by the Superintendent of Public Instruction.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

By my signature, I verify that this individual has been assigned to work in a critical shortage area as defined by the Superintendent of Public Instruction. I further verify that I have not given either a verbal or a written offer of pre-employment to this individual.

\_\_\_\_\_  
Signature of School Division Superintendent or designee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed name of School Division Superintendent or designee

**This information must be submitted on October 1 and February 1. An electronic and hard copy of this form must be submitted to: Patty S. Pitts, Director of Professional Licensure, Department of Education, P. O. Box 2120, Richmond, VA 23218-2120.**