maine PERS Public Employees Retirement System
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# CERTIFICATE OF TEACHING SERVICE IN PUBLIC OR PRIVATE ACADEMIES, OR PAROCHIAL SCHOOLS

**SECTION A** (To be completed by the employer)

This is to certify that *(Name)* _____ SSN: _____ taught in the schools of *(City/Town/Organization)* _____ in the State of _____ which was a private or parochial school. A full school year was comprised of (#) _____ weeks/days/hours ***(circle one)*** for each of the following school years being verified: _____ _____.

The salaries listed below will substantiate the exact amount this teacher received for each year or part thereof, as indicated. Please provide all information by school years rather than calendar years.

| SCHOOL YEAR | EXACT AMOUNT OF SALARY RECEIVED BY SCHOOL YEARS | CLASSIFICATION OR POSITION TITLE | NUMBER OF DAYS, HOURS OR WEEKS PAID BY SCHOOL YEARS | ANNUAL CONTRACT OR OTHER RATE OF PAY | PERCENTAGE OF FULL-TIME ACTUALLY WORKED |
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**If verification is not from an official record, this form must be signed before a notary public.**

_____ Signature of Certifying Official

_____ Date

_____ Title of Certifying Official

(_____)_____ Telephone Number

_____ Notary Public Signature

_____ Notary Public Commission Expiration Date

**SECTION B** (To be completed by the Department of Education of the State in which the teaching service was completed.)

This is to certify that *(name)* _____was certified to teach in the State of _____ during the years *(time period of teaching service)* _____.

Additionallly, this certifies that *(name of private school)* _____ was an approved private school during the years *(time period of teaching service noted above)*_____.

_____ Signature of Certifying Official

_____ Date

_____ Title of Certifying Official

(_____)_____ Telephone Number

42. Teacher. "Teacher" means:

A. Any employee of a public school who fills any position that the Department of Education requires be filled by a person who holds the appropriate certification or license required for that position and:

(1) holds appropriate certification from the Department of Education, including [effective July 25, 2002] an employee whose duties include, in addition to those for which certification is required, either the setup, maintenance or upgrading of a school computer system the use of which is to assist in the introduction of new learning to students or providing school faculty orientation and training related to use of the computer system for educational purposes; or

(2) holds an appropriate license issued to a professional employee by a licensing agency of the State;

B. Any employee of a public school who fills any position not included in paragraph A, the principal function of which is to introduce new learning to students, except that a coach who is employed by a public school and who is not otherwise covered by the definition of teacher as defined in this subsection [effective July 1, 1997] or an employee who is employed in adult education as defined in Title 20-A, section 8601-A, subsection 1 and who is not otherwise covered by the definition of teacher defined in this subsection [effective July 1, 1995] may not be considered a teacher for purposes of this Part;

C. Any employee of a public school on June 30, 1989, in a position not included in paragraph A or B which was included in the definition of teacher in effect on June 30, 1989, as long as:

(1) the employee does not terminate employment; or

(2) the employee terminates employment and returns to employment in a position in the same classification within 2 years of the date of termination.

Regardless of any subsequent employment history, any employee of a public school in a position which was included in the definition of teacher in effect on June 30, 1989, is entitled to creditable service as a teacher for all service in that position on or before that date;

D. Any employee of a public school in a position not included in paragraph A, B or C who was a member of the retirement system as a teacher on August 1, 1988, as long as:

(1) the employee does not terminate employment; or

(2) the employee terminates employment and returns to employment in a position in the same classification within 2 years of the date of termination;

E. Any former employee of a public school in a position not included in paragraph A, B or C who was a member of the retirement system as a teacher before August 1, 1988, provided that the former employee returns to employment in a position in the same classification before July 1, 1991; or

F. For service before July 1, 1989, any employee of a public school in a position which was included in

SEE CHAPTER 550, PL OF 1989 FOR INFORMATION RELATING TO TRANSITION FROM PREVIOUS DEFINITION TO THIS DEFINITION.