



**** NOTICE ****

Paid Work Experience Verification

To ensure the protection of the public, the Board has implemented an additional step in the evaluation process of paid work experience. Effective July 30, 2015, the Board requires a verification from the Human Resources (HR) office where paid work experience was received, in addition to the supervisor completing the Employment Verification – Nursing Experience form (55A-12).

The following is the verification information the Board is requiring from HR:

- Employee's name while employed at the facility;
- Social security number/Tax ID number;
- Employee's working title;
- Employment period;
- Indicate if the position was Paid or Unpaid.

This information must be completed by the HR office, on the employer's letterhead. The person verifying your employment must include their Printed Name, Signature, Title, and Date Signed. The HR verification must be submitted directly to the Board in the employer's sealed business envelope to the address listed below:

*Board of Vocational Nursing and Psychiatric Technicians
2535 Capitol Oaks Drive, Suite 205 Sacramento,
CA 95833*