



# Employer Verification of Clinician Experience

for employers outside the Manitoba public school system

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## To be completed by the Employing Authority: (Part 2)

Clinician Legal Name

Given Name

Middle Name

### How to complete this form:

FULL DAYS: One full day of experience is defined as the number of hours comprising a full time day by the employer. No more than one full day may be recognized.

IF CLINICIAN WORKED LESS THAN FULL TIME:

1. Divide the number of hours worked per day by the number of hours defined by the employer as a full day to calculate the percentage (%) of full time.
2. Multiply the percentage of full time by the number of days worked to calculate the total full days.

**EXAMPLES:**

1. 100 days at 3 hours per day. Full time is 8 hours per day: 3 hours divided by 8 = 37.5% x 100 days = 37.5 full days
2. 30 days at 1.5 hours per day. Full time is 7.25 hours per day: 1.5 hours divided by 7.25 = 20.7% x 30 days = 6.21 full days
3. 200 days at 9 hours per day: Full time is 7.25 hours per day: 9 hours > 7.25 so = 100% x 200 days = 200 full days

### Enter Full Days worked for each individual year of employment:

Enter only one year per line. Photocopy this form if more than one page is required.

Year start MM DD YYYY	Year End MM DD YYYY	Total Full Days: (see above for calculation)	PCU Office Use
e.g., July 01 2017	e.g., March 15 2018	e.g., 55 days	

I am an authorized official of the employing authority and certify the above information is accurate and complete:

Legal Surname

Given Name

Middle Name

Position (Please print)

Email Address

Signature

Date

The Employing Authority must return **BOTH PAGES** by mail, fax or email to:

Professional Certification Unit  
P.O. Box 700, 402 Main Street N.  
Russell, Manitoba, R0J 1W0 Canada

Fax 1-204-773-2411  
Email [certification@gov.mb.ca](mailto:certification@gov.mb.ca)

This personal information is being collected under the authority of Manitoba Regulation 115/2015 made under The Education Administration Act, and will be used for ongoing verification of certification and notification. Personal information is protected under The Freedom of Information and Protection of Privacy Act. If you have any questions about the collection, contact Professional Certification Unit, Box 700, Russell MB R0J 1W0 ph. 1-800-667-2378 or 1-204-773-2998.