



Teacher Experience Verifications (TEV) HR/Payroll Procedure Guide

How to request and respond to Teacher Experience Verification (Service Records) requests.

For Newly Hired Teachers:

1. There are two ways to request TEVs through Verifent:
 - a. **Option 1:** The hiring district will submit a TEV request to the former district through the Verifent portal. In this case, the former district(s) will need to visit www.Verifent.com and register as a Responding (Former) District. This is also known as an Employer on the Verifent platform. This is a no cost service. If a former district does not have an account with Verifent, they should register as an Employer and can contact Verifent Support if assistance is needed at support@verifent.com.
 - b. **Option 2:** The teacher can request their own TEVs (Service Records) through the Verifent Teacher Initiated TEV Process. For instructions on how teachers can request their own TEV through Verifent, refer to the 'TEV Message to Teachers – Teacher Initiated Process' document. If Option 2 is chosen, the former district is not required to register on the Verifent service.
2. Former districts are to respond to the Teacher Experience Verification through the Verifent portal.

For Former Teachers:

1. Instruct the teacher to direct the hiring district to www.Verifent.com and register as a Requesting (Hiring) District. This is a no cost service. If a hiring district does not have an account with Verifent, they should register as a Verifier and can contact Verifent Support if assistance is needed at support@verifent.com.
2. There are two ways to request TEVs through Verifent:
 - a. **Option 1:** The hiring district will submit a TEV request to the former district through the Verifent portal. In this case, the former district(s) will need to visit www.Verifent.com and register as a Responding (Former) District. This is also known as an Employer on the Verifent platform. This is a no cost service. If a former district does not have an account with Verifent, they should register as an Employer and can contact Verifent Support if assistance is needed at support@verifent.com.
 - b. **Option 2:** The teacher can request their own TEVs (Service Records) through the Verifent Teacher Initiated TEV Process. For instructions on how teachers can request their own TEV through Verifent, refer to the 'TEV Message to Teachers – Teacher Initiated Process' document. If Option 2 is chosen, the former district is not required to register on the Verifent service.

Why do we use Verifent?

Verifent:

- Increases process efficiency and improves the onboarding experience for teachers.
- Increases the data security around the verification process. Verifent knows who is accessing the information, has an audit trail of the transaction, isn't sending sensitive employee data through a fax transmission, is FCRA compliant, and ensures the verifier has consumer consent for an income verification.
- Mitigates the risk and liability for releasing employee data to unauthorized parties.
- Automates, streamlines and centralizes the verification process.
- Improves the service that is provided to employees by providing more transparency and self-service around the verification process.
- Improves corporate compliance by only allowing certain, approved data elements be shared with the verifiers.

Questions?
info@Verifent.com



Teacher Experience Verifications (TEV) Service Records

Messaging to Hiring (Requesting) District

Greetings! We use Verifent to respond to Service Records requests for data security and ease of use. Therefore, we ask that the request be made on the Verifent platform. They provide two options for this process. Both options require the Hiring District to have a registered account.

Step 1: Register for a Hiring District (Verifier) Account

- This is a no cost, one time set up.
- Go to www.Verifent.com
- Click 'Let's Get Started Now' > School Systems > Requesting (Hiring) District

Step 2: Making the Request

After your account is approved, there are two options to have the request sent to our dashboard:

Option 1: HR Department makes request in-house

- Log in to your Hiring District Account
- Select 'NEW TEACHER EXPERIENCE VERIFICATION (TEV)'
- Select previous school district(s)
 - Multiple school districts can be chosen on one request
- Enter new employee's data
- Select to request optional additional information
- Sign and submit the request

Option 2: New employee initiates the request

Give your new hire these instructions:

- Go to www.Verifent.com > Click 'Let's Get Started Now' > 'Employees' > 'Initiate Service Record'
- Enter requested information
 - Note: Multiple Former Districts can be selected
- After all Former Districts have been selected, press 'Submit Teacher Experience Verification(s).'

Verifent is a no charge service for school districts to request and complete Teacher Experience Verifications. Verifent is also a no cost platform for school districts to respond to verifications of employment and income. If you'd like to speak to someone at Verifent about our verification of employment and income service, please contact Verifent at info@verifent.com.

Questions?
info@Verifent.com



TEV Sample Internet Page for Former (Responding) District

Teacher Experience Verifications (TEV)/Service Records:

Your district is dedicated to protecting employees' information, while using best practices to bring efficiencies and ease of use to all users that we serve. For this reason, we use **Verifent** to respond to Teacher Experience Verification requests.

Hiring districts seeking a Teacher Experience Verification from a teacher's former district can submit their requests through **Verifent** or have the New Hire initiate their own request:

Option 1: Hiring District Makes the Request:

1. Go to www.Verifent.com
2. Login (First Time Users – Register as a Verifier)
3. Organization Code is: F37BD4
4. Enter Employee (Teacher) Info
5. Type in your Name (Electronic Signature)
6. Press "Continue"

Option 2: New Hire Make Their Own Request:

1. Go to www.Verifent.com
2. Click the 'Let's Get Started Now' button
3. Click the 'Employees' icon
4. Select 'Initiate Service Record'
5. Follow the directions online

Upon submission, the request is instantly sent to your Former District for completion. As soon as the request is completed the Hiring District will receive an email notification. The Hiring District can log in to their account and download, save, or print the completed TEV form from the 'Completed TEV Request' sidebar link.

Questions?
info@Verifent.com



Teacher Experience Verifications (TEV) Service Records

Messaging to Former (Responding) District

Greetings! Our district uses Verifent to request Service Records for data security and ease of use. Therefore, we ask that the request be completed on the Verifent platform. For this to occur, you will need to register as an Employer on the platform.

Scenario 1: We are Already Registered as a Former (Responding) District

Step 1: Login at <https://www.verifent.com> as an Employer (Former District)

Step 2: On the dashboard, click on the 'TEV' tab. You should see the TEVs ready to be complete. Click the 'Start' button to begin responding to each outstanding TEV request. (If the requesting district cannot find you, contact Verifent Support)

Scenario 2: A Hiring District is Asking Me to Register with Verifent so They Can Submit a Request to Us

This is a one-time, no-cost service for the school district.

Step 1: Register

- On <https://www.verifent.com>, click the 'Let's Get Started Now' button. Select 'School Systems'.
- Scroll down and select 'Responding (Former) District'
- Follow on-screen prompts and email directions to register

Step 2: Complete Settings

- If you have questions completing the Settings portion, contact Verifent Support

Step 3: Upload Logo

- In 'Company Profile', upload your school district's logo

Step 4: Get Approved

- Contact info@verifent.com to inform our team that your account is ready to be approved
- Once approved, the requesting district will be able to locate your account to make the request

Questions?
info@Verifent.com



Teacher Experience Verifications (TEV)

Service Records

Message to Former Teachers – Teacher Initiated Process

Requesting your Teacher Experience Verification(s) (Service Records) is easier than ever before.

Step 1: Ensure your Hiring District has an Account with Verifent

Your Hiring School District must have a Hiring District (Verifier) account with **Verifent**. If they don't currently have an account, please forward them the 'Message to Hiring District' communication materials. You can contact support@verifent.com to obtain this document if you don't already have it.

Step 2: Visit Verifent

Visit www.Verifent.com. Click the 'Let's Get Started Now' button in the upper-right hand corner and select 'Employees'. On the next screen, scroll down and select the 'Initiate Service Record' button.

Step 3: Enter Information

- a. Enter your Hiring District.
- b. Enter your information.
- c. Enter the Former District(s) that you need a service record from. If your Former District does not drop down as you type under 'Former School District Lookup', click on 'Enter New District' and enter the information requested.

Note: Multiple Former Districts can be selected

Step 4: Submit Request(s)

Once you've entered all your Former Districts, press 'Submit Teacher Experience Verification(s).' You will be notified of the progress of your requests through email. If you have any questions, please contact our Support Team at support@verifent.com.

Questions?
info@Verifent.com



Teacher Experience Verifications (TEV) Service Records

Message to New Teachers – Teacher Initiated Process

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