



# CERTIFICATION FORM INSTRUCTIONS

## Certification of Teaching Service — Member Did Not Contribute to STRS Ohio

These forms are to be used to certify public teaching service rendered in an Ohio public school or Ohio public college or university for which no retirement contributions were deducted from your pay.

### Certification of Teaching Service

- **Part 1 — Completed by the member.**
  - There are two separate forms — a certification form for teaching service in an *Ohio public school* and a certification form for teaching service in an *Ohio public college or university*.
  - Please put your name and address on the appropriate form.
- **Part 2 — Completed by the employer** (for the service you wish to purchase).
  - There are two sections pertaining to the time of completed service — one for service rendered **before** July 1, 1978, and one for service rendered **on or after** July 1, 1978. The employer must complete the appropriate section from official school records.
  - The service must be broken down in STRS Ohio fiscal years as shown on the form.
  - Service at a college or university can be broken down in quarters or semesters, whichever is applicable.

### Submitting Online

- Open the document on your desktop computer. (For best results, use Adobe Acrobat Reader.)
- Save it to your computer.
- Complete Part 1 of the appropriate form (Ohio public school or Ohio public college or university) and save again.
- Email the form as an attachment to the former employer covering the service you want to purchase.
- Instruct that individual to complete Part 2 of the form and email the form as an attachment to both you **and** forms@strsoh.org.
- STRS Ohio will send a confirmation email after receiving the form.

### Submitting by Mail

- Complete Part 1 of the appropriate form (Ohio public school or Ohio public college or university).
- Separate and send the form to the former employer covering the service you want to purchase.
- Instruct the individual to complete Part 2 and return the form to you.
- Copy the form for your records.
- Send the original copy of the completed form to STRS Ohio.
- STRS Ohio will send a confirmation email after receiving the form.

### Further Information

Further details, including eligibility requirements, are available in the *Purchasing Service Credit* brochure and the *Purchasing Service Credit Fact Sheet for Ohio Noncontributing Public Teaching Service*.



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