



EMPLOYER CERTIFICATION OF PUBLIC OUT-OF-STATE OR PRIVATE TEACHING Defined Benefit Plan Participants — Kindergarten Through Grade 12

Part 1 — Completed by Member *(Please see Certification Form Instructions)*

Member's name _____ STRS Ohio account no. _____
 Address _____ or _____
 _____ Street Social Security no. (last four digits) _____
 _____ City _____ State _____ ZIP code _____ Home phone (_____) _____
 _____ Area code _____
 Email address _____ Cell phone (_____) _____
 _____ Area code _____

Current or past member of: Ohio Public Employees Retirement System (OPERS) School Employees Retirement System of Ohio (SERS)

Part 2 — Completed by Official Employer or Custodian of Records *(Please return form to member)*

Employment must have been for a period of at least 12 consecutive weeks.

Complete name of school _____
 School address _____
 _____ Street _____ City _____ State _____ ZIP code _____
 Type of school Public Private
 It was *(check all that apply)*: An accredited elementary or high school A preparatory school A for-profit school
 Other *(describe)*: _____

Record of Purchasable Service *(List each year of employment separately.)*

Actual dates of service in each STRS Ohio fiscal year*						Position or title	Was this employment full time for the entire year? (yes or no)	Salaried Employment		Hourly Employment		Did position require teaching certificate? (yes or no)
From			To					Number of days employed within the school year	Number of days in a normal year of employment	Number of hours employed within each school year	Number of hours in a normal year of employment	
Mo	Da	Yr	Mo	Da	Yr							

*STRS Ohio Fiscal Years — Prior to 1974–75: September through August; 1974–75: September through June; 1975–76 and thereafter: July through June

At the time service was performed:

Did this school offer credit for courses that may have been transferred to other fully accredited public schools in Ohio? Yes No

What degree, advanced certification or license did this school offer its students? _____

Is there any type of retirement program (except Social Security) in effect now or in the future **for the service listed above**? Yes No

If yes, what was the plan in which the member participated: State or federal retirement system Other _____

I certify the statements and information completed above are correct according to the official records I have examined:

Print name _____ Date _____
 _____ Official employer or custodian of records

Title _____ Phone (_____) _____
 _____ Area code _____

Office _____

Office address _____
 _____ Street _____ City _____ State _____ ZIP code _____



CERTIFICATION FORM INSTRUCTIONS

Application to Purchase Public Out-of-State or Private Teaching Service

Defined Benefit Plan Participants — Kindergarten Through Grade 12

The *Employer Certification* and *Retirement System Certification* forms are to be used by Defined Benefit Plan participants to obtain certification of the possible purchase of service credit for teaching in:

- A **public** school in another state.
- A **private** school in the United States.
- A school operated by or for the U.S. government.

STRS Ohio does not allow for the purchase of credit for any service for which you are eligible for a benefit under another retirement or annuity plan (except Social Security) paid in the past, currently being paid or payable in the future.

STRS Ohio will return incomplete or improperly certified forms to the member.

Employer Certification

- **Part 1 — Completed by the member.**
- **Part 2 — Completed by the official employer or custodian of records** (for the service you wish to purchase). Certification must be made from actual payroll or retirement records verifying your service.

Retirement System Certification

- **Part 1 — Completed by the member.**
- **Part 2 — Completed by the retirement system** (if contributions were made to a retirement plan for this service). Send this form to the appropriate retirement system if (1) the service was performed in a public institution or a parochial school, or (2) it is indicated on the *Employer Certification* form that a retirement program was in effect for your service (except Social Security). A list of retirement systems is available on the back of the *Retirement System Certification* form.

If you were not in a public institution and the Employer Certification form indicates there was no retirement plan in effect for your service, you do not need to complete this form.

Submitting Online

- Open the document on your desktop computer. (For best results, open the document using Adobe Acrobat Reader 8.0 or later.)
- Save it to your computer.
- Complete Part 1 of both forms and save again.
- Email the forms as an attachment to both the former employer and the retirement system covering the service you want to purchase.
- Instruct those individuals to complete Part 2 of the appropriate form and email the form as an attachment to both you **and** forms@strsoh.org.
- STRS Ohio will send a confirmation email within one business day after the form is received.

Submitting by Mail

- Complete Part 1 of both forms.
- Separate and send the appropriate form to the former employer and the retirement system covering the service you want to purchase.
- Instruct those individuals to complete Part 2 and return the forms to you.
- Copy the forms for your records.
- Send the original copies of the completed forms to STRS Ohio in the same envelope.
- STRS Ohio will send a confirmation letter after receiving the forms.

Further Information

Further details, including eligibility requirements, are available in the *Purchasing Service Credit* brochure and the *Purchasing Service Credit Fact Sheet for Teaching Service — Kindergarten Through Grade 12*.



RETIREMENT SYSTEM CERTIFICATION OF PUBLIC OUT-OF-STATE OR PRIVATE TEACHING

Defined Benefit Plan Participants — Kindergarten Through Grade 12

Part 1 — Completed by Member *(Please see Certification Form Instructions)*

Member's name _____ STRS Ohio account no. _____
or
Address _____ Social Security no. (last four digits) _____
Street
City _____ State _____ ZIP code _____ Home phone (_____) _____
Area code
Email address _____ Cell phone (_____) _____
Area code

Part 2 — Completed by Retirement System in Effect During Time of Service *(Please return form to member)*

1. Was the applicant ever a member of your retirement system?
 Yes No If no, skip to number 5. If yes, please provide the information requested below.

Dates of plan membership						Type of plan					Contributions made by (check one or both)	
From			To			Defined benefit	Defined contribution	DB/DC hybrid	Non-contributory	Optional retirement plan	Applicant	Employer
Mo	Da	Yr	Mo	Da	Yr							
						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. Has the member withdrawn (refunded) his/her entire account with your system? Yes No

If yes, please provide the following: Date withdrawn _____

3. Has the member ever received monthly benefits from your system based on this service? Yes No

4. Is the member currently receiving or currently entitled to receive a retirement benefit from your system? Yes No

5. I certify the above statements are true to the best of my knowledge.

Retirement system _____

Street address _____

City _____ State _____ ZIP code _____

Print name _____ Date _____

Title _____ Phone (_____) _____
Area code



TEACHER RETIREMENT SYSTEMS

The Retirement Systems of Alabama
877-517-0020
www.rsa-al.gov

Alaska Department of Administration
Division of Retirement and Benefits
800-821-2251
www.doa.alaska.gov

Arizona State Retirement System
800-621-3778
www.azasrs.gov

Arkansas Teacher Retirement System
800-666-2877
www.artrs.gov

California State Teachers' Retirement System
800-228-5453
www.calstrs.com

Colorado Public Employees' Retirement Association
800-759-7372
www.copera.org

Connecticut Teachers' Retirement Board
800-504-1102
www.ct.gov/trb

Delaware Public Employees' Retirement System
800-722-7300
www.delawarepensions.com

Florida Retirement System
866-446-9377
www.myfrs.com

Teachers Retirement System of Georgia
800-352-0650
www.trsga.com

Employees' Retirement System of Hawaii
808-586-1735
www.ers.hawaii.gov

Public Employee Retirement System of Idaho
800-451-8228
www.persi.idaho.gov

Teachers' Retirement System of Illinois
877-927-5877
www.trsil.org

Illinois State Universities Retirement System
800-275-7877
www.surs.com

Indiana Public Retirement System
844-464-6777
www.in.gov/inprs/

Iowa Public Employees' Retirement System
800-622-3849
www.ipers.org

Kansas Public Employees Retirement System
888-275-5737
www.kpers.org

Kentucky Teachers' Retirement System
800-618-1687
https://trs.ky.gov

Teachers' Retirement System of Louisiana
877-275-8775
www.trsl.org

Maine Public Employees Retirement System
800-451-9800
www.maineipers.org

Maryland State Retirement and Pension System
800-492-5909
www.sra.state.md.us

Massachusetts Teachers' Retirement System
617-679-6877
www.mass.gov/mtrs

Michigan Public School Employees Retirement System
800-381-5111
www.michigan.gov/orsschools

Minnesota Teachers Retirement Association
800-657-3669
www.minnesotatra.org

Public Employees' Retirement System of Mississippi
800-444-7377
www.pers.ms.gov

Public School & Education Employee Retirement Systems of Missouri
800-392-6848
www.psprs-peers.org

Montana Teachers' Retirement System
866-600-4045
www.trs.mt.gov

Nebraska Public Employees Retirement Systems
800-245-5712
https://npers.ne.gov

Public Employees' Retirement System of Nevada
866-473-7768
www.nvpers.org

New Hampshire Retirement System
877-600-0158
www.nhrs.org

New Jersey Division of Pensions and Benefits
609-292-7524
www.state.nj.us/treasury/pensions

New Mexico Educational Retirement Board
866-691-2345
www.nmerb.org

New York State Teachers' Retirement System
800-348-7298
www.nystrs.org

North Carolina Department of State Treasurer
877-627-3287
www.nctreasurer.com

North Dakota Retirement and Investment Office
800-952-2970
www.nd.gov/rio

Teachers' Retirement System of Oklahoma
877-738-6365
www.ok.gov/TRS

Oregon Public Employees Retirement System
888-320-7377
www.oregon.gov/PERS

Pennsylvania Public School Employees' Retirement System
888-773-7748
www.pspers.state.pa.us

Puerto Rico Retirement System for Teachers
787-777-1414
www.srm.pr.gov

Puerto Rico University Retirement System
787-751-4550
www.retiro.upr.edu

Employees' Retirement System of Rhode Island
401-462-7600
www.ersri.org

South Carolina Public Employee Benefit Authority
888-260-9430
www.peba.sc.gov

South Dakota Retirement System
888-605-7377
www.sdrs.sd.gov

Tennessee Consolidated Retirement System
800-922-7772
www.treasury.tn.gov/trcs

Teacher Retirement System of Texas
800-223-8778
www.trs.state.tx.us

Utah Retirement Systems
800-695-4877
www.urs.org

Vermont State Treasurer's Office
802-828-2305
www.vermonttreasurer.gov

Virginia Retirement System
888-827-3847
www.varetire.org

Washington State Department of Retirement Systems
800-547-6657
www.drs.wa.gov

West Virginia Consolidated Public Retirement Board
800-654-4406
www.wvretirement.com

Wisconsin Department of Employee Trust Funds
877-533-5020
www.etf.wi.gov

Wyoming Retirement System
307-777-7691
www.retirement.state.wy.us

District of Columbia Retirement Board
202-343-3200
https://dcrb.dc.gov

PRIVATE RETIREMENT SYSTEMS

Archdiocese of Cincinnati
513-421-3131
www.catholiccincinnati.org

Diocesan Group Life and Pension Office
800-869-6525
www.dioceseofcleveland.org

Diocese of Columbus
614-228-2457
www.colsdioc.org

Diocese of Steubenville
740-282-3631
www.diosteub.org

Diocese of Toledo
419-244-6711
www.toledodiocese.org

Catholic Diocese of Youngstown
330-744-8451
www.doy.org

Concordia Plan Services of The Lutheran Church — Missouri Synod
888-927-7526
www.concordiaplans.org

Ohio Conference of Seventh Day Adventists
740-397-4665
www.ohioadventist.org

STATE TEACHERS RETIREMENT SYSTEM OF OHIO

275 East Broad Street
Columbus, OH 43215-3771

888-227-7877
www.strsoh.org