

# Best Practices: Personal Experience Form (PEF)

Gather the documents described below **in advance**, so you will be prepared for your mandatory PEF submittal.

## Educational and Training Documentation:

If you do not have relevant experience, you will be prompted to the next section in the PEF.

1. **High School or GED:** Transcripts or equivalent; anticipated graduates must provide a letter confirming graduation date.
2. **Vocational High School:** Transcripts or equivalent; for Massachusetts, include *Form 222*.
3. **College:** Transcripts or equivalent.
4. **Post-High School Vocational Training:** Transcripts or equivalent; for Massachusetts, include *Form 223 or 224*.
5. **Pre-apprenticeship:** Completion certificate.
6. **Military:** *DD 214*.

## Work Experience Documentation:

If you do not have relevant experience, you will be prompted to the next section in the PEF.

1. **Electrical Work:**
  - *Massachusetts: Employment Certification Form 272*
  - Pay stubs showing hours worked, or
  - Employer letter detailing hours and type of work performed.
2. **Other Construction Work:**
  - Pay stubs showing hours worked, or
  - Employer letter detailing hours and type of work performed.
3. **Other Work Experience:**
  - Pay stubs showing hours worked, or
  - Employer letter detailing hours and type of work performed.

## Letters of Recommendation:

You may upload one or more letters of recommendation to support your application. Only the highest scoring letter will be considered. Letters can be from:

- Electrical contractor (highest preference)
- Construction contractor
- Community group member
- School official or teacher
- Mentor, employer, or other