Missouri Department of Transportation

Employee Education and License Information Update

|  |  |
| --- | --- |
| Name |       |
| Last 4 digits ONLY of SS# | \*\*\*/\*\*/      |
| Job title |       |
| District/division/office |       |
| Effective date of change |       |

**Employees:** Complete form and forward **with necessary transcript and/or licensure information** to your local Human Resources representative.



Central Office/District Human Resources/Support Services Representatives: Enter information into SAM II system and forward original form to **Central Office Human Resources Division, ATTN: Employment** to be placed in employee’s file.



EMPLOYEE EDUCATION HISTORY (EEDH)

Degree earned [ ]  YES [ ]  NO

Degree (Code) [ ] Associates [ ] Bachelors [ ] Masters [ ] Doctorate

|  |  |
| --- | --- |
| Date Degree Obtained |       |
| School |       |
| Degree Major(s) |       |
| Degree Minor(s) |       |

**REQUIRED: Attach official transcript reflecting degree**



EMPLOYEE LICENSE(S) AND CERTIFICATION(S) (LCNS)

|  |  |  |
| --- | --- | --- |
| License/Certification  |        | (For CDL – passenger, double/triple trailer, hazardous |
| material, tank vehicle, haz-mat tank, and school bus) |       |
|  |
| Effective Date |       | Expiration Date |       |
| Issue State |       | Issue Country (If outside US) |       |
| Comments |       |  |  |

**REQUIRED: Attach copy of license/certification**

|  |  |
| --- | --- |
|       |       |
| Print name (Last, first, middle) | Date  |
|       |       |

Employee Signature Date