



PO Box 268  
 Jefferson City, MO 65102-0268  
 (573) 634-5290 or Toll Free: (800) 392-6848  
 Email: psrspeers@psrspeers.org  
 Web site: [www.psrs-peers.org](http://www.psrs-peers.org)  
 Fax: (573) 634-7934

For office use only	
Member number	
App(s) received	
Amount received	

## Application to Purchase Credit for Vocational-Technical Work Experience

Member Name (please print)	Social Security Number
Mailing Address (check here <input type="checkbox"/> if a change of address) City, State	ZIP Code
Telephone Number <small>Best time to call between 7:30 a.m. – 5:00 p.m.</small>	Other Telephone Number <small>Best time to call between 7:30 a.m. – 5:00 p.m.</small>
This purchase will apply to my membership in: <input type="checkbox"/> PSRS <input type="checkbox"/> PEERS	

**Please list the dates of work experience required for the vocational teacher certificate. If you need additional lines, please make a copy of this application and attach.**

#	Start Date of Work Experience <small>mo/day/year</small>	End Date of Work Experience <small>mo/day/year</small>	Type of Certificate	Location and Dates Taught Using Certificate <small>(District and School Year)</small>
1				
2				
3				
4				
Description of Work Experience: <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px;"></div>				

I certify that the information on this application is true and correct to the best of my knowledge. I further certify that I am not receiving, and will not receive, either retirement benefits or credit toward such benefits from any other retirement system or plan because of the service claimed above, except the federal Social Security System.

I am aware that Missouri law does not permit the combined total amount of all types of purchased credit to exceed the amount of credit earned in PSRS or PEERS-covered employment, and that I cannot purchase credit from any source if the purchase would result in the accrual of more than one (1) year of credit for a school year. I understand that this purchase application is considered valid and on file when PSRS/PEERS receives the completed application in its entirety, including the documentation (vocational teacher certificate) satisfactory to PSRS/PEERS to verify my required work experience. I understand that this application will remain open until paid in full or the termination of my PSRS/PEERS membership through my retirement, withdrawal or death; that any remaining credit elected to purchase but not paid for will be recalculated each fiscal year using the contribution rate in effect and my highest salary rate on record; and that if partial payment is made, proportional credit will be granted.

I elect to purchase all  or partial\* \_\_\_\_\_ year(s) for work experience used to obtain the vocational teacher certificate(s) attached.

\* Indicate amount of service you wish to purchase, if less than all eligible service.

**I have attached a copy of the vocational teacher certificate pertinent to the periods of work experience.**

\_\_\_\_\_  
Signature of Member

\_\_\_\_\_  
Date

Please keep a copy for your records.  
 You will receive an official cost after the completed application is received by PSRS/PEERS.

**For Office Use Only – to be completed by PSRS/PEERS**

**Do not write below this line.**

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Total Vocational –Technical Work Experience Eligible to Purchase: \_\_\_\_\_

Less Vo-Tech Work Experience previously purchased: \_\_\_\_\_

Less credit elected with this application:

Remaining Vo-Tech Work Experience eligible to purchase: \_\_\_\_\_

Amount due if paid in full by:  \$

Vo-Tech Application #



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## Vocational-Technical Work Experience Purchase Q & A

### Q. Am I eligible to purchase credit for my vocational-technical work experience?

A. Yes, if—

You are, or were, certified as a vocational-technical teacher on the basis of having a college degree or you were required to have a period of work experience of at least two years in the area of the subject being taught in order to qualify for the certification and you must have completed the work experience in two years;

You have at least one year of PSRS/PEERS accrued service credit;

You have returned to PSRS or PEERS-covered employment **after** your vocational-technical work experience; and

You do not have credit with any other retirement system for the work experience (except Social Security).

### Q. Will the purchase of vocational-technical work service count toward vesting my PSRS/PEERS membership?

A. Yes.

### Q. How is the cost to purchase vocational-technical work experience calculated?

A. The cost of vocational-technical work experience is calculated using your highest PSRS/PEERS salary rate on record multiplied by the current contribution rate, multiplied by the amount of credit you wish to purchase.

The purchase application will have any remaining credit elected to purchase but not paid for recalculated each fiscal year using the contribution rate in effect and your highest salary rate on record.

### Q. How can I pay for the purchase of the vocational-technical work experience?

A. Payment may be made by check, cashier's check or money order made payable to the System you belong to: either *PSRS of Missouri* or *PEERS of Missouri*. Also, the IRS allows PSRS/PEERS to accept "eligible rollover distributions" or "in-service trustee-to-trustee transfers" in payment of purchases. Please see the rollover/transfer information sheet for further details.

Payment cannot be made through payroll deduction.

### Q. How much vocational-technical work experience can I buy?

A. You may purchase up to two years for work experience used to gain a vocational teacher certificate, provided you do not already have credit with PSRS/PEERS for the same period. You must also have earned equivalent service credit for PSRS or PEERS-covered employment at the time of your retirement. Multiple applications are allowed.

In most cases, the total of all types of purchased credit when added together at retirement cannot exceed in length your membership service credit for PSRS or PEERS-covered employment.

You can purchase service credit in increments as small as one, one hundred thousandth (0.00001) of a year.

### Q. What is my deadline to pay for the vocational-technical work experience?

A. The application must be filed and paid in full prior to retirement. The application will remain open until termination of membership or until it is paid in full. Termination of membership occurs at retirement, death or withdrawal.

Any payments made will be added to your account on the June 30 following receipt of the payment or prior to termination of membership, whichever occurs first. Payments for purchases of credit will not be refunded.

If partial payment is made and your membership is terminated, proportional credit will be granted.

**For additional information, call PSRS/PEERS toll free (800) 392-6848.**