



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

## VOCATIONAL-TECHNICAL WORK EXPERIENCE SERVICE PURCHASE

**Q. How is the cost to purchase service for vocational-technical work experience calculated?**

- A. The cost of vocational-technical work experience is calculated by multiplying your highest Public School Retirement System of Missouri (PSRS) salary by the current contribution rate and the years of service you wish to purchase.

The cost of any remaining service for which you have applied but not yet paid is recalculated each October 1 using your highest PSRS salary and the current contribution rate.

**Q. Am I eligible to purchase vocational-technical work experience?**

- A. Yes, if:

- You are, or were, certified as a vocational-technical teacher and had at least two years of work experience in the subject area of your vocational-technical certification.
- You have at least one year of PSRS service.
- You returned to PSRS-covered employment after your vocational-technical work experience.
- You do not have service with any other retirement system for the work experience (except Social Security).

**Q. Will the purchase of vocational-technical work experience count toward vesting my PSRS membership?**

- A. Yes.

**Q. How much vocational-technical work experience can I purchase?**

- A. You can purchase up to two years of service for work experience used to gain a vocational teacher certificate, provided you do not already have service with PSRS for the same period.

You can purchase service in increments as small as one, one hundred thousandth (0.00001) of a year. Multiple applications are allowed. In most cases, the total of all service purchased with PSRS cannot exceed the total service you have earned at termination of membership by retirement, death, refund or absence from covered employment if not vested.

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

- A. You can pay by personal check, cashier's check or money order made payable to *PSRS of Missouri*. You can also pay using an eligible rollover distribution or in-service trustee-to-trustee transfer. Please see the *Rollover/Transfer Certification Information Sheet* for details. You cannot pay through payroll deduction.

Purchase funds and service will be applied to your membership upon receipt of payment. Payments for purchases of service will not be refunded. If you make partial payment and your membership ends, you will be granted proportional service.

**Q. What is my payment deadline?**

- A. Payment for service must be received prior to your PSRS retirement date in order for it to be included in the calculation of your retirement benefit. The purchase application remains open until it is paid in full or your membership ends due to retirement, death, refund or absence from covered employment if not vested.



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## APPLICATION TO PURCHASE VOCATIONAL-TECHNICAL WORK EXPERIENCE

This application *must* be filed with the Public School Retirement System of Missouri (PSRS) prior to your retirement date.

- Please complete and return this application along with a copy of the vocational teacher certificate to PSRS at the address above.
- Make sure you sign the application.
- Please keep a copy for your records.

You will receive an official cost from PSRS after the completed application is processed.

### SECTION A – MEMBER INFORMATION

|  |  |             |            |           |                      |
|--|--|-------------|------------|-----------|----------------------|
| First Name   |  | Middle Name |            | Last Name |                      |
| Member ID (or Last 4 Digits of Social Security Number) |  |             | Account ID |           | Telephone<br>(     ) |
| Mailing Address  |  |             | City       | State     | ZIP                  |
| Email Address  |  |             |            |           |                      |

### SECTION B – WORK EXPERIENCE INFORMATION

Please list the dates of work experience required for the vocational teacher certificate. If additional lines are needed, please make a copy of this form and attach. You must sign and date all attachments.

|   | START DATE OF WORK EXPERIENCE<br>(MONTH/DAY/YEAR) | END DATE OF WORK EXPERIENCE<br>(MONTH/DAY/YEAR) | EMPLOYER | BRIEF JOB DESCRIPTION |
|---|---|---|----------|-----------------------|
| 1 |   |   |          |                       |
| 2 |   |   |          |                       |
| 3 |   |   |          |                       |
| 4 |   |   |          |                       |
| 5 |   |   |          |                       |

TYPE OF CERTIFICATE:

### SECTION C – MEMBER PURCHASE SELECTION

- I choose to purchase all of the work experience used to obtain the attached vocational teacher certificate.
- I choose to purchase \_\_\_\_\_ year(s) (maximum 2.00000) of the work experience used to obtain the attached vocational teacher certificate.

### SECTION D – MEMBER CERTIFICATION

I certify that:

- The information on this application is true and correct to the best of my knowledge.
- I do not have service for the above listed period(s) with any other retirement system except Social Security.

I understand:

- Filing an *Application to Purchase Vocational-Technical Work Experience* does not create a contractual obligation on my part to complete payment.
- This application remains open until paid in full or termination of my PSRS membership through my retirement, death, refund or absence from covered employment if not vested.
- The cost of any remaining service for which I applied but have not paid by September 30 will be recalculated each October 1 using the contribution rate in effect and my highest PSRS salary.
- Payment must be received prior to my PSRS retirement date in order for it to be included in the calculation of my retirement benefit.
- Payments for service purchases will not be refunded.
- If partial payment is made, proportional service will be granted.
- Missouri law does not permit the combined total of all types of purchased service to exceed in length the service earned in PSRS-covered employment.

Digital Signatures Not Accepted – Original (Written) Signature Required

X

Date