

NORTHEAST COMMUNITY COLLEGE

ADMINISTRATIVE PROCEDURE NUMBER: AP- 7192.0

FOR POLICY NUMBER: N/A

EMPLOYEE CREDENTIALS

1. PROCEDURE SUMMARY STATEMENT

To establish protocol for verification of employee credentials, which includes, but is not limited to, transcripts, licenses, certifications and diplomas.

2. DEFINITIONS

- 2.1 Official Transcript – a transcript prepared with an official seal by the issuing institution on its official letterhead with an original signature. It is received into the Human Resources Office with the seal unbroken and intact or an electronically delivered transcript via a verified transcript service.
- 2.2 Unofficial Transcript – a transcript without an official seal, or a photocopy of an official transcript. A transcript without the registrar's signature, or a transcript that is received electronically outside of a verified transcript service.
- 2.3 Faculty Credential Summary Form – a form used by the respective Academic Dean to evaluate faculty qualifications and skills.
- 2.4 Faculty Credential Development Plan – a form used by the respective Academic Dean to identify, monitor and meet course/program faculty qualifications/credentialing standards.
- 2.5 Staff Credential Development Plan – a form used by the respective supervisor to identify, monitor and meet the position requirements.
- 2.6 Credential Probation – a period in which an employee may be placed on probation when a required credential is not received within a designated timeframe.

3. PROCEDURE

- 3.1 Newly hired employees will be notified by the Human Resources Office that official transcripts will be required within thirty (30) calendar days of their start date.
 - 3.1.1 Employees who fail to submit official transcripts to the Human Resources Office within thirty (30) calendar days, will be placed on a thirty (30)-day credential probation. Upon expiration of the credential probation period, the employee shall be suspended without pay pending receipt of the official transcript.

- 3.2 Acceptable verification of academic credentials is an official transcript or other applicable certification document, delivered to the Human Resources Office or provided directly from a verified electronic transcript service.
 - 3.2.1 Official Transcripts or other applicable certification documents received via mail delivery to the Human Resources Office will be processed by opening and stamping “received” with the appropriate date and signature of the recipient who opened the document.
- 3.3 Credentials that cannot be verified via an official transcript due to circumstances beyond the employee’s control (e.g., the awarding institution’s policies or practices) must be confirmed via letter on official letterhead bearing the institution’s official seal and delivered to the Human Resources Office. The letter shall include the pertinent details that would be included in an official transcript. Upon review and approval by the Associate Vice President of Human Resources, the Human Resources Office will forward the letter to the appropriate division’s Vice President for final approval.
- 3.4 Any and all work experience used to qualify a new employee must be verified. Acceptable verification of work experience is that which is supplied to the Human Resources Office from the verifying agency or employer. The Human Resources Office will collect the work experience verification and document the information on the applicable verification forms for the employee’s electronic personnel file.
- 3.5 For faculty employees, the following credentials typically require official verification and documentation and should be listed on the Faculty Credential Summary form, which is available on the College’s SharePoint site:
 - 3.5.1 Minimum education and work experience requirements which are listed on the job description and advertised during the recruitment process;
 - 3.5.2 Additional education and work experience that was pivotal in the individual’s selection for employment or status change over other candidates;
 - 3.5.3 Any certifications, licenses, or other competencies requested by the Human Resources Office or other college administrators;
 - 3.5.4 Unique experience and demonstrated competencies that have been substituted for advanced academic preparation include the following: credit for prior learning experiences, direct work-related experiences, or, experiences gained through a combination of previous teaching or certifications earned in the subject matter of teaching assignment as assigned by the respective Academic Dean.
 - 3.5.5 Any additional education, skills, or credentials obtained while employed at the College as stated in the current Faculty Master Contract, which may qualify the employee for a pay increase.

- 3.6 Early College (Dual Credit) faculty not employed by the College, but teaching College courses through their designated high school, shall also follow the same credentialing process as indicated in this procedure.
- 3.7 For employees other than faculty, the position description will define the minimum academic credential required and the essential skills for the position. Employees who do not meet the minimum requirements will be placed on a staff credential development plan.
- 3.8 Whenever credits obtained qualify either a faculty or non-faculty employee for a pay increase or to satisfy the completion of a credential development plan, an official transcript is required for the employee's electronic personnel file for verification purposes.
- 3.9 Once all required credentials have been received or the submission deadline has passed, the Human Resources Office will provide the employee's supervisor and the employee with a status update.
 - 3.9.1 New employees with incomplete credential documentation will be subject to an extended credential probationary period at the discretion of the Associate Vice President of Human Resources in collaboration with the appropriate hiring division's Vice President and the President.
- 3.10 Credential statuses may be discussed with each employee during the annual performance evaluation process. Any updated official credentials (e.g., renewed licensure or certifications, documentation of special training) will be reviewed and verified upon receipt and the Human Resources Office will file the documents in the employee's electronic personnel file.

4. APPLICABILITY

N/A

ISSUE DATE: 02/19/2020

EFFECTIVE DATE: 02/19/2020

REVISION DATE(S): 04/24/2019; 02/19/2020

PRIOR POLICY/PROCEDURE NUMBER: none

SCHEDULE FOR REVIEW: 2025

DIVISIONS/DEPARTMENT RESPONSIBLE FOR REVIEW & UPDATE: Human Resources

SPONSORING DIVISION/DEPARTMENT: Human Resources

RELATED PROCEDURES/REFERENCES: none

PROCEDURE KEY WORDS: official transcript; certification; verification; credentials