

CONFIDENTIAL CREDENTIAL FILE POLICY GUIDELINES AND INFORMATION

PURPOSE

Confidential Credential files are to be utilized by graduating seniors, graduate students, and alumni seeking positions in teaching, student personnel services, and administration educational institutions.

Files are for employment purposes only and not for admission to graduate or professional schools.

CONTENTS

The following must be included in order to complete your credential file:

1. **Release** - Due to the Family Rights and Privacy Act of 1974, no file will be sent by the University Career Center (UCC) without a release signed by the student.
2. **Resume** - Sample formats are available at the UCC.
3. **Recommendations** - Standard reference forms according to your degree level, available through the UCC are highly recommended, as opposed to outside forms. Specify "Public Schools" or "Two/Four Year College and/or University" when making the request.

Before you submit your forms to a reference author, please complete the top portion:

Type or Print:

- * Name of your reference
- * Date of your request
- * Name of candidate (your name)
- * Your degree and curriculum, and date degree expected
- * Complete the waiver statement, sign and date

Please Note: This is a confidential credential file, which means that you are not permitted to view the Contents of the reference letter(s).

4. **Optional** - A transcript in your file is recommended, but not required. You may have a maximum of three college transcripts in your file. To have an official copy of your transcript placed in your file, please request it at Registration and Records. Our address is UCC, Box 7303, NCSU Campus.

THE FOLLOWING SOURCES SUGGESTED AS REFERENCES:

Bachelors Degree Candidates

- * Teacher who supervised student teaching
- * Supervisory faculty member
- * Professor in major field of study
- * Present or former employer

Masters and Doctoral Degree Candidates

- * Thesis or dissertation advisor
- * Head of your department, if you are well known to that person
- * Any professor under whom you have performed excellent course work or who is knowledgeable of your skills, ability and qualifications
- * Professor in field other than major, with whom you have completed advanced course work
- * Present or former employer

INCOMPLETE FILES

It is your responsibility to check periodically to see whether your file has been completed.

No requests will be honored until your file is complete.

If your file is not complete within 6 months of the initial opening date, the file may be purged. If the file is purged, you must begin the entire process to reopen the file.

CREDENTIALS FILE REQUESTS AND FEES

There is a ten dollar (\$10.00) fee to set up your credential file. Your first three requests are free. Each file sent thereafter is \$5.00. The fee for faxing a credential file is \$5.00. There is an additional fee for requests sent outside the USA. Files will be forwarded to institutions upon request from employers, graduating students, or alumni. A complete copy of your file is reproduced and sent from our office to each prospective employer.

To request a file be sent from this office, the following steps must be taken:

- * Provide UCC with complete addresses for each prospective employer you wish to receive your file.
- * Provide UCC with \$5.00 for each file requested, after your three free requests (cash or check made out to NC State University).

At no time will a portion of your file be sent out; it must always be sent in its entirety.

INACTIVE FILES

Under normal circumstances, your file will remain housed permanently in the UCC. As alumni, this service remains at your disposal with the following exceptions:

If you receive an additional degree from another educational institution after leaving NC State, you should establish a placement file at that institution.

If there has been no activity in your file within a 5-year period, it will be purged.

THINGS TO KEEP IN MIND

Allow at least a couple of weeks for a reference author to complete the form and return it to the UCC. Once in a while they may need a gentle reminder.

Ask reference authors to keep copies of their letters. It is possible for a letter to get lost "in the mail."