



Career Services Center
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CREREDENTIALS FILE ACTIVATION INSTRUCTIONS

To activate your credentials file in the Career Services Center (CSC), you must provide our office with up-to-date information by completing and returning certain forms. Credentials file contents sent to employers include: references, student teaching evaluations, and unofficial transcript. The credentials file will be forwarded, at our request, to potential employers in support of your applications for employment. Your credentials file should be kept up to date as many employers consider this information to be a very important part of your application.

FORMS TO BE COMPLETED AND RETURNED

Your credentials file will be activated upon receipt of your written request and a \$20.00 activation fee. You must also complete the following materials and return them to CSC.

- **Activation Card:** This card lists the current contents of your credentials file. Please indicate:
 - Change of address, name, or other demographic information
 - Additions and/or deletions of references from the active section of your file (see item 9 in general instructions)

This activation card must be returned so we may update your file. If it is not returned, your file will be processed as we have it.

- **Personal Data Sheet:** This sheet provides information on your background and interests for our record. If any of the information provided on this form changes (such as your name, address, phone number, etc.), please report the changes to CSC and submit a new Personal Data Sheet. We will not accept your personal resume as a substitute for the Personal Data Sheet.

Please note some important parts to this form:

- Please indicate the individuals from whom you expect to receive letters of reference and student teaching evaluations. **It is your responsibility to confirm with us that the persons listed on this sheet have forwarded letters/evaluations to CSC and contact them if they have not done so.**
- The information provided on this sheet is entered into our CSC database. If requested by an employer, CSC can generate a list of candidates seeking employment in the particular certification area. Please be as specific and thorough as possible when completing this form.
- **Authorization Statement:** After reading this form carefully, please sign and date it. This form authorizes CSC to maintain your credentials file and to release it to potential employers.
- **THE FORM MUST BE COMPLETED AND RETURNED. This page will not be sent to employers.**

If you have any questions about these materials, stop by room 212 AHSC, Career Service Center.

OTHER PARTS OF YOUR CREDENTIALS FILE

REFERENCE AND/OR EVALUATIONS

While it is suggested that you update reference letters in your file, updating letters is not required to *reactivate* your file. You may have letters of reference completed and mailed to CSC prior to officially activating your file.

Letters of Reference/Declaration of Intent:

- CSC provides forms for both open (you retain your right of access) and confidential (you waive your right of access) references on our website www.ccis.edu/careercenter for you to print or download.
- Please complete the candidate section at the top of the form, then give the form to the person writing the reference. He/she will return the completed form directory to CSC.
- It is best to include professional references instead of character references.

Student Teaching Evaluations: Your student teaching supervisor and cooperating teacher will complete evaluations of your student teaching performance. School district administrators place extreme importance on these evaluations and expect beginning teachers to include them in their credentials file. However, this information is optional but encouraged.

Files should contain at least 3 references; CSC recommends no more than 6, including your student teaching evaluations.

NOTE: Regarding Your Right of Access: As required by Public Law 92-380, references written on or after January 1, 1975 are open for inspection by the candidate unless the candidate has waived right of access.

- Letters sent to us without a statement indicating that you have waived your right will be considered accessible to candidates.
- You may **permanently waive** your right to see a reference by placing your signature under a statement indicating that you are waiving your right of access that is on the reference or evaluation form. **Once you have waived your right of access, you cannot later revoke your decision. That decision is permanent, and you will never be allowed to see that reference or evaluation. Additionally, members of the Career Services Center staff may not read and provide you a summary of the contents of the letter or evaluation.**

TRANSCRIPTS

Transcripts are also a part of your credentials file. An *unofficial* copy of your final transcript should already be in your credentials file. This transcript will remain in your file unless you replace it with an updated version.

- If any changes occur on your transcript after you graduate (i.e. grade change, taking additional courses), **YOU ARE RESPONSIBLE FOR HAVING AN UPDATED TRANSCRIPT FORWARDED TO US.**
- If you have taken courses elsewhere that are relevant to your job search and would like to have those transcripts included in your file, you are responsible for having them forwarded to us.
- **If an employer requires an OFFICIAL transcript, or only a transcript and not your entire file, you must obtain this transcript from the Transcript Department in the office of Transcripts. Official Transcripts are usually required if offered a position.**

OTHER SUPPORT DOCUMENTS

You may also place additional support materials in your file including photocopies of:

- PRAXIS Scores
- Teaching Certificate
- Act 34 Criminal History Record

Not all schools will request to see these as a part of your file. Many school districts want to see original documents prior to employment. If you choose to add these to your file, **we ask that you limit such documents to four items.**

Please Note: We will not include a resume as part of your credentials file.

GENERAL INSTRUCTIONS AND PROCEDURES

1. All correspondence to CSC must include your full name (including all former names), your address, and your student ID number so we can verify your file.
2. **Your file will be active for one year from the time you send in the required \$20.00 fee to activate your file.**
 - You will be notified when your file is scheduled to become inactive. For each subsequent year that you would like the file to remain active, a reactivation fee of \$10.00 will be charged.
 - To reactivate your file, you may call, write, FAX or e-mail our office. We will send out the materials needed to reactivate your file, which you must return to use with the required fee.
 - If you do not wish to reactivate your file, it will be placed in storage. *We cannot process requests for your file to be sent to employers if it is inactive.*
3. **The contents of your file are considered your responsibility.** It will be copied and forwarded to potential employers upon your request *regardless of its contents.*
 - Prior to requesting that your file be forwarded to an employer, you should contact CSC to verify the contents of your file. This way, you can confirm that all references you wish to have sent will be contained in your credentials packet.
4. To have your file forwarded to a potential employer, please write, FAX or e-mail your request to:

Columbia College
Career Services Center, Room 212
Atkins-Holman Student Commons (AHSC)
Columbia, MO 65216
FAX: (573) 875-7235
e-mail: dgmalsen@ccis.edu

Please include your name, address, social security number, and signature, as well as the complete address of each potential employer.

- *Requests are processed within 1-5 business days from receipt at CSC, depending on the season.*
 - You may write or email one letter requesting that your file be sent to several addresses. We do not require a separate letter for each potential employer. However, **please limit the number of requests per letter to 15.** Doing so will allow us to process credentials requests more fairly and expediently.
 - *We cannot accept phone calls requesting that your file be forwarded to employers; unless previously requested.*
5. Your file will be forwarded to prospective employers, an “unlimited” number of times for one year.
 6. You may obtain a **personal copy** of your credentials file for your own records, if you wish. However, *we can only provide a copy of those materials to which you have retained your right of access.*
 7. If you would like to review the references and/or evaluations to which you retained your right of access, you can request a personal copy of your file or you can stop by Career Services Center in AHSC room 212 and read them in the CSC office.
 8. To have a letter of reference and/or evaluation deleted from your file, you must send us a letter stating your request.
 - The CSC staff is available for consultation regarding such matters.
 - **A reference/evaluation that is deleted from your file will not be returned to you.** Instead, it is placed in an inactive section of your file that is not sent to potential employers.
 - If you are replacing an older letter with an updated version, the old copy will be destroyed.

REMINDERS

- All requests regarding your file (i.e., delete references, send a copy of your file to a potential employer, etc.) **MUST BE IN WRITING.**
- **You may have letters of reference completed and mailed to CSC prior to officially establishing your file.** We will hold these references for you and place them in your file once it has been established.
- It is your responsibility to **maintain careful records of the schools to which you have requested your file be sent.** Responding to such inquiries from candidates delays our processing of credentials requests.
- **Credential files cannot be used for the purpose of graduate school admission** as letters in your file are not written for this purpose.



Career Services

Career Planning for Life
Division of Campus Life

This publication is available in alternative media on request.

Columbia College is committed to affirmative action, equal opportunity, and the diversity of its workforce.