

Policy: **Credentials**

Policy Number: **I-6**

Responsible for Policy: Human Resources

Approval Date: May 2010

Most recent review: Fall 2012

Date of most recent revision (*if applicable*): N/A

Policy Statement

Finger Lakes Community College requires candidates for employment to possess and demonstrate appropriate licensure, certification, earned diplomas, prior work experience, and to submit to a background and reference check.

Finger Lakes Community College will make every effort to insure such requirements are bona fide occupational qualifications and do not impose artificial barriers to employment. Finger Lakes Community College expects that candidates for employment will not materially overstate or misrepresent their qualifications for employment and that employees will take the steps necessary to maintain required certification, licensure, and/or registration.

Reason for Policy

Candidates and employees have an obligation to respond to requests to produce timely, appropriate documentation demonstrating they meet the requirements for appointment to a position. The purpose of this policy is to ascertain whether candidates for employment possess college degrees, licenses, certifications, diplomas, prior work experience, background or other credentials essential to the legal or proper performance of the duties of a position.

Applicability of the Policy

This policy applies to all Finger Lakes Community College faculty, professional staff, and managerial/confidential employees. Non-credit adjuncts are not included within the context of this policy.

Definitions

None

Related Documents

- FLCC Background & Reference Checks policy

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Procedures

The Office of Human Resources maintains in the individual personnel files of all faculty, professional staff, and managerial confidential employees the following:

- A. letter of application/cover letter;
- B. resume and employment application;
- C. official College transcript(s); and
- D. such certification(s), license(s), and registration(s) required by the State of New York or accreditation bodies.

Copies of the preceding documents are acceptable.

- E. reference letters (at least three) and background check information

To verify that employees, including new hires, have demonstrated possession of the preceding credentials, the Director of Human Resources, or authorized Human Resources designee, shall check the applicable document as having been placed in the personnel file and sign the following attestation:

"I certify that the credentials which qualify the above-named individual for the position to which s/he is being appointed have been verified as current and documented."

Forms/Online Processes

- FLCC Credentials form (attached)

Appendix

- None

**Finger Lakes Community College
Office of Human Resources
Credentials Form**

Employee Name: _____

Title/Rank: _____

Department: _____

Date of Hire: _____

Letter of Application/Cover letter

Resume/and Employment Application

Official Transcript(s)

Certification(s), License(s), Registration(s) (if applicable)

Reference Letters and Background check information

By my signature below, I certify that the credentials which qualify the above-named individual for the position to which s/he is being appointed have been verified as current and documented.

Signature: _____ Date: _____

Title: _____