

CREDENTIAL FILE INSTRUCTIONS

Who should establish a credential file?

- Lock Haven University students who anticipate earning a degree in the current academic year and alumni have the option of establishing a credential file.

Why should you establish a file?

- Establishing a file registers you with the Career Services Office.
- By maintaining a credential file, you will eliminate the time-consuming process of repeatedly gathering documents for application to employers or graduate school.

REQUIRED MATERIALS

1). CREDENTIAL REGISTRATION FORM

- A signed Credential Registration form* *MUST* be on file before any materials can be sent to prospective employers or graduate schools. Please keep in mind: *The registration form is included with your file when it is mailed out.* Credential files cannot be sent to employers until we have received this form. Only references from individuals listed on your registration form will be considered part of your active file. References received from individuals not listed on the registration form will not be released.

2). REFERENCES

- You are encouraged to acquire at least three (3) and no more than six (6) references. Request your most significant professor(s) and/or employer(s) to submit a reference on your behalf - either on the reference forms provided* or on their personal letterhead.
- Teacher candidates should request a reference from cooperating teacher(s) and college supervisor(s) using the "Teaching" forms* provided.
- Type (or print) your name and the other information requested in the upper section of the form before giving it to a potential reference writer.
- References should be sent directly to the Career Services Office.

*Reference and registration forms are available on the Career Services Website: www.lhup.edu/career - click on "Forms"

It is your responsibility to make sure that all of your references have been received and your file is in order.

OPTIONAL MATERIALS

Transcript - If you would like an unofficial copy of your transcript to be included in your credential file, please see the transcript request procedure at http://www.lhup.edu/academic/acad_affairs/enroll_transcripts.htm . You must request that your transcript be sent to the Career Services Office.

PLEASE NOTE: (1) Requests for "official" transcripts must be made directly to the Registrar. (2) It is your responsibility to request an updated transcript upon graduation.

Teaching candidates: You may include a copy of your Teaching Certificate and Act 34 & 151 Clearances. This office cannot send PRAXIS/NTE scores to employers, but a copy may be kept in your file for safe-keeping if you choose.

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POLICY FOR THE REVIEW, REQUEST, AND RELEASE OF CREDENTIALS

- Credential files are open to student review - they are not confidential. Candidates may review their file during normal office hours.
- Candidates may remove reference letters they view as unfavorable, outdated, irrelevant, unwanted, or unnecessary.
- With the passage of time, the writer's perspective may change so that a letter of reference no longer represents his/her thoughts. Therefore, the writer is allowed at any time to remove or rewrite a letter of reference. However, the candidate will be advised of any alterations or replacements.
- Each candidate may have a copy of his/her credential file as a personal copy. The candidate's personal copy will be released only to the candidate.
- Credentials will not be released until a signed registration form and significant references are on file.
- Candidates may call, write, email, or come to the office in person to request files to be mailed to employers and/or graduate schools.
- Candidates must provide the Career Services Office with correct name (maiden/married), date of graduation (month/year), and complete name and address of organization where credentials are to be sent. If this information is not provided, there could be a delay and an application deadline could be missed. Most requests are honored within 24 hours.

RETENTION OF CREDENTIALS

- Credentials will be kept on file in the Career Services Office for ten (10) years. Candidates are responsible for maintaining up-to-date information in their file, and may update their file as often as they wish.
- Each summer the Career Services Office will purge files that have not been updated within the last ten (10) years. Prior to destroying a file, it will be scanned and saved on disk.

YOUR RESPONSIBILITY TO THE CAREER SERVICES OFFICE

- To check on the contents of your file periodically to make sure recommendations are being returned and the file is complete.
- To notify the Career Services Office of any changes in name or address.
- To keep the information and references in your credential file up-to-date.
- To inform the Career Services Office if you have secured a position.

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