



CAREER SERVICES

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HOW TO ESTABLISH A CREDENTIALS FILE

Credential files are used primarily by schools, colleges, and universities to help determine which candidate is best qualified for the position. Files are most often established by elementary and secondary school teachers, special education teachers, school administrators, counselors, and other personnel employed in a school setting. Students seeking the Master of Library Science degree as well as students seeking admission into graduate school may also choose to establish a credentials file.

- **You must be registered for full service** and have a complete profile in Hire-a-Hornet your resume. A **Consent to Disclose Information** form must be signed before a credentials file can be established. **NOTE:** You must update your profile and resume every six months or your credentials file will not be referred.
- A credentials file consists of a minimum of two reference letters and any other optional documents you wish to provide, including an unofficial transcript and teacher certification/licensure.
- **Reference letters** may be “open” or “closed”. The Family Educational Rights and Privacy Act (FERPA) permits students and alumni to have access to their reference letters or to waive their right to see them. The choice is yours; however, the “reference request form” must be signed, indicating whether your reference letters are open or closed. Reference request forms received without your signature will be considered “Open”. Reference letters received without the form will also be considered an “Open” letter.
- Career Services will send your credentials to prospective employers at your request or at the request of the employer. You must provide to us the **USD number** and the **complete address** of each school you wish to send to. You may request credentials be sent in a number of ways. You may request electronically at: <http://www.emporia.edu/career/forms.htm>, by phone (620-341-5407), by fax (620-341-5168), or by e-mail (jlutz@emporia.edu). Files are free for currently enrolled students. After graduation, there is a fee of \$5.00 per individual set or \$40.00 for 10 sets.
- As with your resume in Hire-a-Hornet, we strongly encourage all students and alumni to keep their credentials file “current”. In order to update your credentials file, simply contact our offices to begin the process.

******If there is no activity for five years, the credentials file will be destroyed******