

STANDARD ADMINISTRATIVE PROCEDURE

33.99.01.M0.02 Credential Verification for Non-Faculty Employees

Approved May 10, 2012

Next scheduled review: May 10, 2017

Reason for SAP

This SAP establishes the procedures for verifying secondary degree(s) and professional license(s) for initial employment and subsequent position changes at Texas A&M University.

Procedures and Responsibilities

1. GENERAL

- 1.1 System Regulation 33.99.01 Employment Practices and University SAP 33.99.01.M0.01 Hiring of Non-Faculty Positions provide basic guidance for the hiring practices of the university.
- 1.2 If a position requires a secondary degree(s) and/or a professional license or the applicant/employee claims to have it, the credential will be verified before an initial hire or change in current employment may be effective. In the case of multiple degrees, the highest level of degree will be checked.
- 1.3 Credentials will be verified in the case of initial employment, reclassifications, promotions and transfers as applicable.
- 1.4 Credentials from foreign institutions will be verified by departments and they will be responsible for establishing a standard to apply.
- 1.5 Authority is designated to the Associate VP for Human Resource and Administrative Services or their designee to implement and make final decisions on this procedure and any associated practices.
- 1.6 The Workforce Management group within Human Resources is designated to conduct U. S. credentials checks for the university. The group consists of the Recruitment and Workforce Planning unit and the Classification and Compensation unit.

2. PROCEDURES

- 2.1 If a credentials check is required, the appropriate unit within Workforce Management will follow these steps:
 - 2.1.1 If the credential is a secondary degree, the check will be done utilizing the National Student Clearing House (NSCH). If the stated institution does not participate in the NSCH, the unit will attempt to verify the degree by any one or combination of methods below:
 - 2.1.1.1 Contacting the institution directly;
 - 2.1.1.2 Contacting the individual claiming the credential; and/or,
 - 2.1.1.3 Contacting the hiring or current department to request assistance in obtaining additional information.
 - 2.1.2 If all requirements for a degree(s)/professional license have been met but the degree/license is not yet awarded and noted on NSCH records or appropriate licensing source, it will be reported to the department. The department may make a contingent employment/change decision based on that report. The verification will be noted as pending and the appropriate Workforce Management unit will follow up as directed to ensure receipt. Should the degree(s)/professional license remain as unverifiable, that individual will be terminated or the employment action reversed in the case of a current employee. Current employees may be subject to disciplinary action, up to and including termination for falsification of information for these purposes.
 - 2.1.3 If the license is a professional license and is required for the position, the appropriate unit will use the appropriate source to verify the license.
 - 2.1.4 Document the verification process. The verification will be maintained in accordance with university retention rules.
 - 2.1.5 The Director of Workforce Management will be the final decision maker in cases where the validity of a credential is in question.
- 2.2 The appropriate Workforce Management unit will notify the department of the credentials check result.

Related Statutes Policies

[System Regulation 31.01.01 Compensation Administration](#)

[System Regulation 33.99.01 Employment Practices](#)

[University Rule 31.01.01.M7 Employment Compensation Administration](#)

[University Rule 33.99.01.M0.01 Hiring of Non-Faculty Positions](#)

Forms

[Verification of Degrees\(s\) and/or Licensure Release Form](#)

Contact Office

For information or clarification on this SAP contact Workforce Management: [Recruitment and Workforce Planning](#) at (979) 845-5154 or by email at employment@tamu.edu or [Classification and Compensation](#) at (979) 845-4170 or by email at hrcomp@tamu.edu.

OFFICE OF RESPONSIBILITY [Human Resources](#)