

# UP 33.99.01.H0.02: Credential Verification for Employees

Approved: October 29, 2012  
Next scheduled review: March 2015



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## Procedure Statement

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A&M-Texarkana University-Texarkana shall follow consistent hiring procedures that ensure equal employment opportunity for all applicants for budgeted positions, allow for uniform reporting procedures, and comply with System Policies and federal and state laws and regulations.

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## Reason for Procedure

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As required by System Regulation 33.99.01 to establish the requirements for verifying secondary degree(s) and professional license(s) for initial employment and subsequent position changes at Texas A&M University-Texarkana.

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## Procedures

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### 1. GENERAL

- 1.1 System Regulation 33.99.01 Employment Practices and University Procedure 33.99.01.M0.01 *Hiring and Employment* 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 Director of Human Resource or their designee to implement and make final decisions on this procedure and any associated practices.
- 1.6 The Human Resources Office is designated to conduct U. S. credential checks for the university.

### 2 PROCEDURES

- 2.1 If a credentials check is required, Human Resources will follow these steps:

- 2.1.1 If the credential is a secondary degree, the check will be done utilizing the Degree Verification process. If unable to verify utilizing the online degree verification, the Human Resources Office 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 the degree verification 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 supervisor 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 Human Resources will be the final decision maker in cases where the validity of a credential is in question.
- 2.2 The Director of Human Resources will notify the department of the credentials check result.

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## **Related Statutes, Policies, or Requirements**

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System Regulation 33.99.01: Employment Practices

System Regulation 31.01.01: Compensation Administration

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## **Contact Office**

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Office of Human Resources  
903.223.3012