



## POLICIES AND PROCEDURES

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Subject: Career Services Registration and Education Credential Files  
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### A. Background

The Career Services Office of Missouri Baptist University extends its services to all students and alumni, and is committed to providing the best possible resources to assist them in obtaining employment in their chosen field.

### B. Policy & Guidelines – Educational Credential Files

#### REGISTRATION AND FEES

All graduating seniors and alumni in the education field may register and establish a Credential File with the Career Services Office. There is no fee to establish a file. There is, however, a fee of \$5.00 for second and subsequent copies or requests. If an employer requests copies of a file from the University there is no fee charged to the applicant.

#### CREDENTIAL FILE REQUESTS

Credentials can be sent upon receipt of the applicants request and fee. All request should be submitted in writing and should include the employer's correct name, title and complete address.

To send a copy of a file to an employer, each file should be complete, and consist of the following items:

- (1) Credential Form
- (2) Current Resume
- (3) Three Letters of Recommendation
- (4) Official Transcript
- (5) Copy of Teaching Certificate

#### MAINTAINING A CREDENTIAL FILE

Credential Files are maintained for five years from the date they are established. To keep a file active, it must remain updated.

Each person is responsible for keeping his/her file updated. Applicants should notify the Career Services Office for changes in name, address, employment, etc. We will replace or include new information as it is received.

#### OPEN FILES

In recent years, laws governing student files have changed. Unless specifically waived, a student has the right to read all references contained in his/ her file. This is indicated on the recommendation form itself. If it is important for the applicant to have access to these forms, it is requested that they not sign the waiver.

## CLOSED FILES

A closed file contains a waiver form. Upon signing this form, the applicant relinquishes his/ her right to read the contents of these letters. A possible advantage of a closed file is that some employers will give more consideration to a recommendation which was written in confidence.

### **C. Policies and Guidelines Regarding Student and Graduate Registration**

Students and alumni who are interested in assistance in their job search can register with Career Services. Registration allows the applicant first hand access to job referrals and job listings in their related field, in addition to career fairs and campus recruiting opportunities. Upon registering applicants must keep their credentials current to remain active for employment referrals. Registration forms and information are available on-line at [www.mobap.edu](http://www.mobap.edu) under Career Services.