

Title:	Proof of Educational and Professional Credentials
Category:	Human Resources – Recruitment/Appointment
Policy No.:	D2003
Replaces:	New Policy
Applicability:	All Employees
Effective Date:	December 6, 2005
Source(s):	Langara Council
Approval:	[President’s signature is on the original copy of this policy]

1. PURPOSE

To define the appropriate credential documentation required to validate employee qualifications.

2. DEFINITIONS

Certified Copy: a copy of a transcript or credential document made by a person legally authorized (such as a Notary Public) to authenticate that it is true and unaltered.

Certified True Copy: a copy of an official document identified and approved as such by the Langara College Human Resources dept.

Credential Document: a degree, diploma, certificate or other designation that is original and awarded to recognize successful completion of a prescribed program of study.

Official Document: a transcript or credential document that is original or bears the seal or stamp of the issuing institution; or is a certified copy of a transcript or credential document. An official document verifies that the named person possesses the educational or professional qualification identified in a job posting, position description, and /or in their resume or curriculum vitae.

Transcript: a cumulative record of academic or professional activities or courses completed, grades received and credentials issued by a recognized or accredited post secondary institution.

3. AUTHORITY

3.1 Related Acts and Regulations

[B.C. College and Institute Act](#)

3.2 Related Policies

Not applicable.

4. RELATIONSHIPS WITH COLLECTIVE AGREEMENTS

[B.C. Nurses' Union Collective Agreement](#)

[Canadian Union of Public Employees, Local 15, VMECW Collective Agreement](#)

Langara College Administrator's Association Terms of Employment

[Langara Faculty Association Collective Agreement](#)

5. POLICY

5.1 As a condition of employment, all successful applicants are required to provide official document(s) as proof of possession of required educational and professional credential(s).

5.2 Applicants may be required to provide proof of other relevant credentials and designations.

5.3 Applicants for faculty positions are required to provide either of the following official documents to validate their qualifications:

- a. A transcript, or
- b. A credential document plus a copy of a transcript.

5.4 Applicants for non-faculty positions are required to provide either of the following documents to validate their qualifications:

- a. A transcript, or
- b. A credential document.

6. GUIDELINES/STANDARDS

Not applicable.

7. EXCEPTIONS

Not applicable.

8. PROCEDURES

- 8.1 Successful applicants will be informed at the time of an offer of employment that they are required to provide the Human Resources department with official documents as proof of their required credential(s) within one month of date of employment, and that their appointment is conditional until official documents are received.
- 8.2 Applicants unable to obtain official documentation within one month of employment are required to provide to the Human Resources department on an interim basis, acceptable proof verifying that they possess the educational and professional requirements. This includes but is not limited to, photocopies of a credential or transcript, or a letter from the institution responsible for issuing the official document(s).
- 8.3 Applicants will assume all expenses related to obtaining official documents.
- 8.4 Until the official documents are received, there will be no subsequent offer of employment for employees with temporary appointments, and no continuance of employment beyond the prescribed probationary period for employees in regular/permanent positions.
- 8.5 Employees encountering difficulties in obtaining official document(s) may contact the Registrar's Office for advice and/or assistance.
- 8.6 Employees may provide official documents pertaining to additional relevant educational and/or professional credentials at any time for inclusion in their personnel file.
- 8.7 Upon receipt of official documents, the Human Resources department will prepare a Certified True Copy for inclusion on the employee's personnel file and will send a copy to the Dean's office for retention in their duplicate file for faculty employees.

9. RESPONSIBILITY

For inquiries relating to this policy, contact the Director, Human Resources.

10. APPENDICES

Not applicable.