

Title	Proof of Educational and Professional Credentials
Number	D2003
Category	Human Resources

1. PURPOSE

To ensure credentials submitted by employees of and applicants to Langara College are verified as true and accurate.

2. DEFINITIONS

Applicant – an employee or non-employee who applies for employment or appointment of any type or duration.

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.

Credential document – a degree, diploma, certificate, or other designation that is original and awarded to recognize successful completion of a prescribed program of study. An official document verifies that the named person possesses the educational or professional designation identified in the job posting, position description, and/or their resume or curriculum vitae.

Professional designation – a designation earned by a person, often from a professional association/society or accredited educational institution, which demonstrates that they are qualified to perform a job or task; also known as professional certification.

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. POLICY

3.1 As a condition of employment, all successful applicants are required to provide consent to their credentials being verified. Appointments are considered conditional until positive confirmation of verification is received.

3.2 Applicants are required to provide consent to Langara College to validate their qualifications. In addition, applicants may be required to provide either of the following official documents to validate their qualifications:

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

4. RESPONSIBILITY

For inquiries relating to this policy, contact the Vice-President, People and Culture.

5. REGULATIONS/PROCEDURES

[Proof of Educational and Professional Credentials Procedures](#)

History/Revision	
Origination Date	December 6, 2005
Amendment Date(s)	June 22, 2021 May 22, 2018
Next Review Date	June 22, 2024