

## **D2003 – PROOF OF EDUCATIONAL AND PROFESSIONAL CREDENTIALS**

### **PROCEDURES**

1. Applicant(s) moved forward into reference check stage will be required to sign a consent form from AuraData to authorize education and credential verification to Human Resources.
2. In addition to signing a consent form, the Applicant is required to provide the following information to Human Resources to start the education verification process:
  - a) Legal name, and maiden name (if applicable),
  - b) Date of birth,
  - c) Highest credential information (institution attended, year of accreditation and credential earned).

Once an applicant reaches the reference check stage (background check in Workday), Human Resources will initiate the Education and Credential Verification check through AuraData

3. AuraData will conduct the educational and credential check.
4. Human Resources will check and track the verification results from AuraData.

Last Revised: June 2021