

Policy IV.4003.B, Transcripts, Licenses, and Certificates

Purpose

This policy addresses required job related official transcripts, licenses, certificates, and other documentation at San Jacinto College (“the College”).

Policy

Employees are required to furnish to the Human Resources Department all documents required by the job description for their respective position. The documents may include, but are not limited to, official transcripts of all degree or diploma granting institutions, copies of valid certificates, copies of valid licenses, proof of work experience, or other proof of credentials and qualifications.

Definitions

Official Transcript: An official transcript is a transcript that is sent directly from the issuing authority or evaluation service to the College by mail or electronic service (e-Script-Safe or similar service provider).

Valid Licenses/Certificates: Any license or certificate required by the job description of the position in which the individual serves the College. Valid refers to these licenses and certificates being active with the certifying organization and not expired, revoked, restricted, or sanctioned in any way that would prevent the individual from being qualified in performing the full duties of the position as described in the job description.

Proof of Work Experience: Work experience that is verified through the College’s designated background check vendor to include dates of employment and position(s) held. Work experience may also be verified through other documentation such as a Form W-2 Wage and Tax Statement or Form 1099 Miscellaneous Income with redacted confidential information, an employer’s official correspondence on letterhead, or other appropriate documentation to support the employee’s credentials and qualifications as required by the job description.

Associated Procedures

Procedure IV.4003.B.a, Transcripts, Licenses, and Certificates

Date of Board Approval	June 4, 2018
Effective Date	June 5, 2018
Primary Owner	Vice Chancellor, Human Resources
Secondary Owner	Vice President, Human Resources
