

LSU HEALTH CARE SERVICES DIVISION  
BATON ROUGE, LOUISIANA

**POLICY NUMBER:** 4538-18

**CATEGORY:** Human Resources

**CONTENT:** Verification of Hiring Credentials Policy

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**INQUIRIES TO:** Human Resources Administration  
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\_\_\_\_\_  
Deputy Chief Executive Officer  
LSU Health Care Services Division

12/21/18  
\_\_\_\_\_  
Date

  
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Director of Human Resources  
LSU Health Care Services Division

12/20/18  
\_\_\_\_\_  
Date

## **VERIFICATION OF HIRING CREDENTIALS FOR CLASSIFIED AND UNCLASSIFIED EMPLOYEES**

### **I. POLICY STATEMENT**

It shall be the policy of the LSU Health Care Services Division (HCSD) that Appointments requiring official verification of education, licenses, etc., to qualify for jobs be furnished by an employee to the appointing authority or designee of the employing agency in accordance with established policy. Examples include, but are not limited to: college course work; baccalaureate or other degrees; business or vo-tech school course work and/or training; military service for which veteran's preference points are claimed; and/or professional licenses or certificates.

### **II APPLICABILITY**

This policy shall be applicable to all classified and unclassified employees at the HCSD Administrative Office (HCSDA) and Lallie Kemp Regional Medical Center (LAKMC).

### **III IMPLEMENTATION**

This policy and subsequent revisions to this policy shall become effective upon approval signature and date of the HCSD Deputy Chief Executive Officer.

### **IV GUIDELINES**

A. Verification of college course work, baccalaureate degrees, military service, business or vo-tech school course work, and/or professional licenses or certificates are required as follows:

1. Such documentation is required by the Department of Civil Service, LSU-HCSD, or other regulatory agency to verify qualifications for a job or to perform certain services.
2. Credit for such qualification has been claimed by the employee on his/her resume and/or Civil Service application.
3. Such credit is a determining factor or required in meeting the minimum qualifications for the job to which the employee has been appointed.

B. Official verification of college course work shall consist of an original official transcript. "Official" transcript is defined as:

1. Transcripts issued by the institution and marked "OFFICIAL" or with the institution's seal. The Registrar's signature should be written across the seal and should be legible on a copy even if the seal itself does not show up.

Copies will NOT be accepted.

2. Electronic Transcripts (E-Transcripts) will be accepted if the e-transcript is e-mailed by the university directly to the hiring agency's Human Resources office.

An e-transcript that is printed or forwarded electronically by a student is NOT considered an official transcript and will NOT be accepted.

- C. Business or Trade School: A letter or other official document indicating completion of the specific course work required for qualifying.
- D. Military Service: The DD-214
- E. Professional Licenses/Certificates: An original or copy of the license, certificate certified by the professional licensing authority or other verifying method and/or direct source.

## V **GUIDELINES**

### New Hires; Transfers within the HCSD; Transfers into the HCSD

Required verification must be furnished by an employee prior to appointment date. Applicant shall not be placed in "on duty" status or allowed to attend any orientation classes until such required verification is furnished and verified.

## VI **EXCEPTIONS**

Any exception to this policy must be approved by the HCSD Deputy Chief Executive Officer. Requests for exception shall be submitted to Human Resources Administration for review and forwarding to the Deputy CEO.