

**LSU HEALTH CARE SERVICES DIVISION  
BATON ROUGE, LOUISIANA**

**POLICY NUMBER:** 4538-23

**CATEGORY:** Human Resources

**CONTENT:** Verification of Hiring Credentials Policy

**APPLICABILITY:** This policy will be applicable to all classified and unclassified employees of the LSU Health Care Services Division Administration (HCSDA) and Lallie Kemp Medical Center (LKMC).

**EFFECTIVE DATE:** August 2, 2001

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**INQUIRIES TO:** Human Resources Administration  
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**Note: Approval signatures/titles are on the last page**

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

## **I. POLICY STATEMENT**

It shall be the policy of the 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.

Note: Any reference herein to Health Care Services Division (HCSD) also applies and pertains to Lallie Kemp Medical Center (LKMC).

## **II. IMPLEMENTATION**

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

## **III. 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. Paper transcripts issued by the institution and marked "OFFICIAL" or with the institution's seal. Photocopies will not be accepted.

When verifying the paper transcript, you must look for obvious signs of possible falsification such as:

- Different size or style of type or font
  - Wrong Social Security number
  - University name misspelled
  - White out
  - Hand written corrections
2. Official 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.

Documentation required for e-transcripts include:

- A printed copy of the email from the university to the hiring agency's HR office
- A printed copy of the cover form included with the e-transcript
- A printed copy of the e-transcript
- The following statement written on the printed e-transcript: "This transcript was received by (receiver's name) directly from the university as an e-transcript and has not been altered in any form." This statement must be followed by the signature of the recipient of the email.

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

3. When a minimum qualification states a "degree in" the official transcript must reflect that field as the major field of study.
4. When a minimum qualification states a "degree with", any major will be accepted as long as the applicant has the number of hours in the required field.
5. When the minimum requirement states, "a degree plus experience", applicant obtains work experience and degree in no certain order.
6. When the minimum requirement states, "a degree followed by experience", applicant receives degree then obtains work experience.
7. Documents which will not be accepted as verification of educational qualifications include:
- Grade notices
  - Student records
  - Diplomas
  - Teaching certificates

- Any transcripts marked “UNOFFICIAL”.
8. When using semester hours to substitute on the basis of 30 semester hours for one year of experience, refer to the Educational Equivalency Chart provided by the State Department of Civil Service.
  9. For universities awarding quarter hours, multiply the number of quarter hours earned by 2/3 to get the semester hour equivalency.
  10. Accreditation of Schools – Acceptable college degrees are those that are accredited by one of the accrediting associations found on the Regional Accrediting Associations Information Page. If a college or university is not listed, the degree/hours will not be recognize as qualifying.
  11. Accreditation of Social Work Education – For social worker positions, required degrees must be from an accredited school of social work. Only degrees, masters or baccalaureate level, earned from colleges that are accredited by the Accreditation of Social Work Education will be accepted.
  12. Evaluating Degrees From Foreign Universities
    - Applicants must have their education background evaluated
    - Applicants must receive a statement of education equivalency from one of the accepted evaluation services found on the NACES website
- C. Business or Trade School: A letter or other official document indicating completion of the specific course work required for qualifying. Photocopies will not be accepted.
- 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.

#### **IV. NEW HIRES/TRANSFERS WITHIN 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.

#### **V. EXCEPTIONS**

The HCSD CEO or designee may waive, suspend, change or otherwise deviate from any

provisions of this policy they deem necessary to meet the needs of the agency as long as it does not violate the intent of this policy; state and/or federal laws; Civil Service Rules and Regulations; LSU Policies/Memoranda; or any other governing body regulations.

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