

STANDARD ADMINISTRATIVE PROCEDURE

33.99.01.M0.02 Credential Verification for Non-Faculty Employees

Approved May 10, 2012

Revised February 5, 2020

Next scheduled review: February 5, 2025

Reason for SAP

This SAP establishes the procedures for verifying secondary degree(s) and professional license(s) for initial employment and subsequent position changes at Texas A&M University (TAMU) which includes The Texas A&M Health Science Center (TAMHSC), and branch campuses Texas A&M University at Galveston (TAMUG) and Texas A&M University at Qatar (TAMUQ).

Procedures and Responsibilities

1. GENERAL

- 1.1 System Regulation 33.99.01 *Employment Practices* and University SAP 33.99.01.M0.01 *Recruiting and Selection of Non-Faculty Positions* provide basic guidance for the recruiting and selection practices of the university.
- 1.2 If a position requires a secondary degree(s) and/or a professional license or the applicant/employee claims to have it, the credential will be verified before an initial hire or change in current employment will be effective. In the case of multiple degrees, the highest degree level will be verified.
- 1.3 Credentials will be verified in the case of initial employment, reclassifications, promotions, and transfers as applicable.
- 1.4 Credentials from foreign institutions will be verified by departments and they will be responsible for establishing a standard to apply.
- 1.5 Authority is designated to the Vice President of Human Resources and Organizational

Effectiveness (HROE) or their designee to implement and make final decisions on this procedure and any associated practices.

- 1.6 The appropriate Human Resources office will conduct U. S. credentials checks for TAMU, TAMUG, and TAMUQ.

2. PROCEDURES

- 2.1 If a credentials check is required, the appropriate Human Resources (HR) office will follow these steps:

- 2.1.1 If the credential is a secondary degree, the check will be done utilizing the National Student Clearing House (NSCH). If the stated institution does not participate in the NSCH, the HR office will attempt to verify the degree by any one or combination of methods below:

- 2.1.1.1 Contacting the institution directly and/or;

- 2.1.1.2 Contacting the hiring or current department to request assistance in obtaining additional information.

- 2.1.2 If all requirements for a degree/professional license have been met but the degree/professional license is not yet awarded and noted on NSCH records or appropriate licensing source, it will be reported to the department. The department may continue with or rescind the contingent offer based on that report. The verification will be noted as pending and the HR office will follow up with the NSCH to ensure receipt. Should the degree/professional license remain unverifiable after ninety (90) days, that individual will be terminated or the employment action reversed in the case of a current employee. Current employees may be subject to disciplinary action, up to and including termination for falsification of information for these purposes.

- 2.1.3 If the license is a professional license and is required for the position, the hiring department will use the appropriate source to verify the license and provide the appropriate HR office with the result.

- 2.1.4 Document the verification process. The verification will be maintained in accordance with university retention rules.

- 2.1.5 The Head of HR for the appropriate HR office will make the final decision in cases where the validity of a credential is in question.

- 2.2 The appropriate Human Resources office will notify the department of the credentials

verification result.

Related Statutes and Policies

[System Regulation 31.01.01 Compensation Administration](#)

[System Regulation 33.99.01 Employment Practices](#)

[University Rule 31.01.01.M7 Employment Compensation Administration](#)

[University Rule 33.99.01.M0.01 Hiring of Non-Faculty Positions](#)

Forms

[Verification of Degrees\(s\) and/or Licensure Release Form](#)

Contact Office

For information or clarification on this SAP contact HROE Recruitment and Workforce Planning at (979) 845-5154 or jobs@tamu.edu or Classification and Compensation at (979) 845-4170 or hrcomp@tamu.edu.

For information or assistance with this SAP for TAMUG contact TAMUG Human Resources at (409) 740-4532 or hr@tamug.edu.

For information or assistance with this SAP for TAMHSC contact Human Resources at (979) 845-1565 or hschr@tamu.edu.

OFFICE OF RESPONSIBILITY: [Human Resources and Organizational Effectiveness](#)