



Title: Education Verification Policy
Policy Number: E0707b
Responsible Office: Human Resources
Originally Issued (if known): New
Last Revised Date:

TITLE OF THE POLICY

Education Verification Policy

PURPOSE OF THE POLICY

This policy defines the credentials required for candidates who are required to provide verification of their post-secondary education when seeking employment at Wake Tech.

APPLICABILITY

All candidates for employment in positions requiring verification of their post-secondary education credentials.

POLICY STATEMENT

Wake Tech requires candidates seeking employment in certain positions to provide verification of their post-secondary education credentials.

DEFINITIONS

Word/Term	Definition
<i>Foreign Degree Evaluation</i>	A process where educational credentials earned outside of the United States are assessed to determine their equivalency to U.S. standards and are often required for individuals seeking employment, furthering education, or a professional licensure in the U.S.
<i>Foreign Degree Translation</i>	The process of converting a degree certificate or academic transcript from one language into another
<i>Institution Accreditor</i>	An organization that evaluates and accredits educational institutions or programs to ensure they meet certain criteria
<i>Official Transcript</i>	An official, permanent record of a student's academic history, including courses taken, grades earned, and other relevant information, issued by the registrar's office directly to Wake Tech

PROCEDURES

Candidates for employment at Wake Tech in positions requiring post-secondary credentials must provide verification of their education. Wake Tech accepts transcripts from degree-granting institutions that are accredited by an Institutional Accreditor recognized by the U.S. Department of Education. Wake Tech will also accept formal evaluations of foreign transcripts from authorized credential evaluation services.

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Candidates can verify their education in one of two ways:

- 1) Provide official transcripts from degree-granting Institutions in the United States or its territories that are accredited by an Institutional Accreditor recognized by the U.S. Department of Education: [Department of Education's Database of Accredited Postsecondary Institutions and Programs](#).

or

- 2) Provide a formal evaluation of a foreign transcript from a degree-granting institution outside of the United States or its territories. Foreign transcripts or degree translations will not be accepted. Applicants can request an evaluation from a member organization of these national associations of credential evaluation services:

- National Association of Credential Evaluation Services (www.naces.org)
- Association of International Credential Evaluators (<https://aice-eval.org>)

Guidelines

- Unofficial/photocopied transcripts from all degree-granting accredited institutions **must** be electronically attached to the application or submitted to Human Resources prior to being considered for review for faculty positions or prior to an interview for staff positions.
- Applications submitted with transcripts that do not list the institution, degree awarded, and date conferred will not be considered.
- Official transcripts that include all coursework and degrees, including the date the degree was conferred, are **required within 30 days of hire** and should be sent via email or U.S. mail from the institution(s) directly to Wake Tech Human Resources.
- Foreign degree evaluations are not free, and applicants are responsible for the cost of the selected service. The cost and the time to perform the service will vary according to the complexity of the case and the documentation provided. The entire credentialing process may take weeks to months, depending upon the service provider. Wake Tech will accept document-by-document or course-by-course evaluations. Degree translations will not be accepted in lieu of a foreign degree evaluation.
- Email humanresources@waketech.edu for more information on transcript guidelines.

RELATED POLICIES, PROCEDURES, REFERENCES, FORMS, OR TERMS (Optional)

Type	Name	Location
Policy	<i>Degree Program Faculty Qualifications</i>	<i>Employee Handbook, Chapter 3</i>
Policy	<i>Personnel Selection</i>	<i>Employee Handbook, Chapter 7</i>
Form	<i>Curriculum Faculty Review Form</i>	<i>Portal, Forms #894</i>

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CONTACT INFORMATION

Subject	Contact	Telephone	E-mail / Web Address
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