

# Self-Managed Credential File

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## **Self-Managed Credential File:**

In the field of education, credential files are commonly requested during the application process. A credential file typically includes your reference letters and a copy of your university transcript. A self-managed credential file is submitted directly to the school district by you, the applicant. Credential files are used to verify your professional training and experience.

## **What to Include:**

A credential file typically includes:

- Cover page (A cover page template is available from WU Career Services)
- Reference Letters (also called Letters of Recommendation)
- Transcript (a copy is acceptable during the application process)

After you receive your teaching license, a copy may be included in your file.

## **Creating Your Credential File:**

It is to your advantage to have your credential file prepared prior to starting your job search. It will take time to collect the necessary materials - if you wait until you see an open position it may be too late!

## ***Reference Letters***

A credential file typically includes **3-5 reference letters**. Reference letters should address your ability as a teacher or related experiences (student teaching, working with children, tutoring, etc.). Letters addressing your ability in the workplace, classroom, or as a member of a student group are also acceptable. Personal references (from family members and friends) are not appropriate.

Consider asking the following for a reference letter:

- Cooperating Teacher
- University Supervisor
- Professor/Advisor
- Principal/teacher who has observed you teaching
- Current/former supervisor from related employment
- Supervisor from a volunteer/leadership activity

## **Requesting Reference Letters**

- When possible, ask for reference letters in person (rather than via phone or email)
- Provide reference with a current copy of your resume
- Provide a self-addressed stamped envelope
- Let references know a date by which you would like the letter returned to you (give them plenty of time to write the letter)
- Let them know the letter is for your credential file, not a specific teaching position (should not be addressed to a specific school district or individual)

### ***Transcripts***

During the application process an unofficial copy of your transcript is usually acceptable. You may obtain a copy of your transcript from the Registrar's Office in Morgan 115 (call 785-670-1074 for more information). You are advised to obtain one transcript and make copies for each application.

Once you have obtained a teaching position, you may be asked to send a final official transcript directly to the district office. Wait until your degree is officially posted to send your final transcript.

### **Applying for Teaching Positions:**

Your credential file is just one component of your application packet. A complete application packet may include the following:

- Cover letter
- Resume
- Application
- Credential File
  - Cover Sheet
  - Reference Letters
  - Transcript
- Reference sheet (including name/contact information for each reference)

Sending all of your materials in one large envelope is recommended. Using a 9x12 inch envelope will allow your application to maintain a professional appearance.

***Be sure to read each district's application carefully and follow the directions on all aspects of the application.***

### **Online Applications**

Many school districts are now using an online application system that requires all documents to be submitted electronically. An electronic copy of your reference letters may be required for these positions. Take the same time and careful effort to complete online applications as you would for paper applications.

### **Managing Your Credential File:**

Documents in your credential file should never be more than 3-4 years old; outdated documents will not be helpful in your job search. Begin collecting new reference letters prior to any job search and request a new transcript if you have taken additional coursework. Always keep the originals of your letters and send quality photocopies with your application. Get in the practice of updating your resume each year and build professional references throughout your career.

### **Job Search Assistance:**

Career Services is available to answer any questions about your self-managed credential file and job search. Call 670-1450 to schedule an appointment to discuss your credential file, review your resume/cover letter, conduct a mock interview, and more!

It is recommended that you create an account in **BodJobs** and upload your resume. This will allow you to schedule interviews for Education Interview Day and have your resume viewed by interested employers. Go to [www.washburn.edu/services/career](http://www.washburn.edu/services/career) to create your BodJobs account.