

CAREER DEVELOPMENT

Brotz Hall
920.565.1255

CREDENTIAL FILE INFORMATION

What is a credential file?

A credential file is a folder that is created by each education student which is sent to prospective employers (most likely school systems) upon request. All credential files for beginning teachers are maintained by Lakeland College Career Development. The potential employer or school system uses the information contained within the folder to help decide which applicants will be interviewed or hired. A credential file is normally not sent out by the student until requested by the district.

When is a credential file created?

A credential file should be created the semester before a person starts to student teach. During the period of student teaching, it is often difficult to find the time to complete the credential file. It is highly recommended that this timeline be followed. Also, students will pursue employment by sending out resumes and cover letters while they are student teaching. We are finding that employers are posting positions earlier than in the past.

What is contained within the credential file?

- **Resume** - Format suggestions and sample resumes can be obtained from career development (Brotz Hall).
- **Letters of Recommendation** - Use the forms provided by career development to distribute to the individuals who will write your recommendation. Ask each reference to write their letter on a separate sheet using school or organization stationery. All letters and Lakeland College recommendation forms must be signed by the individual writing the letter. Three letters is the minimum requirement. At least one letter should be from the student teaching experience. Student teaching evaluations can be used. Also, request recommendations from sources that will give excellent reviews of your past work experience or accomplishments. Be sure to ask to read the recommendation before it is sent to our office to be filed. To read a recommendation, check the non-confidential option on the form. **Most recommendations require a few weeks to complete** and often require a follow up call to check the status of the letter.
- **Waiver and Consent Form** - This form must be complete before any of the credential file can be sent out.

- **Philosophy of Teaching & Learning** - This should be typed on a separate sheet of paper. The philosophy of teaching & learning can contain ideas involving the following:
 - respect for and rapport with students
 - discipline, classroom management
 - student individual needs
 - teaching students to work cooperatively
 - flexibility
 - organizational issues, other issues
 - parents role in the educational process

- **Transcripts from all Colleges and Universities attended** – You are responsible for contacting the Registrar’s Office(s) to request transcripts. You will need to make two requests, one if you plan to send out materials while you are student teaching, and one after you graduate which will reflect your student teaching grade and graduate status. If you attended other colleges, you will need to get those transcripts from that institution. Lakeland College is unable to forward records from any other university.

- **A copy of your Wisconsin Teaching License** - This usually arrives a few months after graduation and should be sent to career development as soon as possible. The Registrar’s Office will provide a copy of your temporary license to the Career Development Office while DPI is processing your 5-year license. *It is your responsibility to get a copy of the DPI license to the Career Development Office when you receive the document.*

- **Personal Information Form** - This form is attached and should be typed or re-formatted on a word processor. It is the first item contained in the credential file, so it creates a ‘first impression’. Much of the content is similar to a resume, however, it is a ‘skeleton’ version to provide essential details to the administrators who will be reviewing your materials.

How is a credential file started?

A credential file is created by contacting the Career Development Office. Once the file is opened, items contained within it can be sent directly to the Career Development Office. Once a file is complete, it can always be updated with new letters of recommendation and a new resume.

How is a Credential File Sent?

Students should contact the office in writing before the file can be sent to prospective employers. Photocopy the request forms included in this packet. We will process requests over the phone only if an application deadline cannot be met through standard procedures. The request should state where the file should be sent (address), to whom the file should be sent to, and your signature. The request can be mailed to our office or delivered by hand. Also, you can fax a request to 920.565.1206. Requests can also be submitted by email to the following address: stephanlm@lakeland.edu *The first three credential files that are sent out by the career development office are free. Each additional file costs \$4.00. A check should accompany your request and should be made out to Lakeland College Career Development.*

**LAKELAND COLLEGE
CAREER DEVELOPMENT**

Letter of Recommendation for _____

Candidate: Please check one of the responses below, sign and date.

I request that this recommendation be included in my credential file at Lakeland College.

_____ I waive my right to have access to this recommendation. I understand that this recommendation is confidential now and in the future.

_____ I understand that this recommendation is non-confidential and is available for my view.

Signed _____ **Date** _____

Reference: Comments must be typed and related to the position desired. Qualities to evaluate include interpersonal skills, oral and written communication skills, work attitudes and habits, initiative and leadership, and dedication and commitment to the profession. Information should be factual, based upon personal knowledge and observation of the applicant. **You are strongly encouraged to utilize your own stationery.** Please sign this form below and return it with your signed letter.

Written by _____ Signature _____

Title _____ Telephone _____ Date _____

Organization _____ Cooperating Teacher Yes ___ No ___

Address _____

**CREDENTIAL FILE
PERSONAL INFORMATION
Lakeland College**

Name _____

Current Address _____

_____ Phone _____

Permanent Address _____

_____ Phone _____

Certification Field Codes & Numbers

1. _____ 3. _____

2. _____ 4. _____

Educational Information (all colleges attended: list most recent first)

Name/Location	Dates Attended (years)	Major/Minor	Degree Earned or expected	G.P.A.
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_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

College Honors/Awards

Co-Curricular Activities

Teaching Experience

School _____ Grade Level _____ Sem/Yr _____

Location _____ Subjects _____

Principal _____

School _____ Grade Level _____ Sem/Yr _____

Location _____ Subjects _____

Principal _____

School _____ Grade Level _____ Sem/Yr _____

Location _____ Subjects _____

Principal _____

Employment (other than teaching)

Employer	City/State	Telephone	Dates	Full/part time
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REQUEST FOR CREDENTIAL FILES

Please send my credential file to the following:

Name: _____

Title: _____

School/District: _____

Address: _____

Special instructions: _____

Signature: _____

Date: _____

Mail to:

Career Development

Lakeland College

PO Box 359

Sheboygan, WI 53082

Fax: 920-565-1206

E-mail: stephanlm@lakeland.edu

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