

Educator Credential Files

Page address: <http://www.morris.umn.edu/services/career/teachcand.php>

School districts throughout the country now readily accept “self-managed (sometimes called candidate-managed)” credentials submitted directly by the applicant. Many colleges/universities and their teacher candidates have operated successfully with this system for several years. As a result, it is more efficient to have teacher candidates assume the responsibility of managing their own credentials during the job search, rather than having them maintained and assembled by the Career Center.

Advantages of Managing Your Own File

Control of your file: What is in it, what goes out to employers and when - you manage your information

Cost: Your only cost is for photocopies, envelopes, and postage

Comprehensive package: You can mail all of your paperwork (cover letter, resume, transcripts, license, application, etc.) in one packet

Self-Managed Credentials

Self-manage your credentials by keeping updated copies of the following suggested items on hand to share with districts as you apply for jobs:

- An education credentials cover sheet < <http://www.morris.umn.edu/services/career/teachcand.php> >
- Resume < http://www.morris.umn.edu/services/career/job_search_skills/rsamples.php >
- Standard cover letter/letter of application. Tailor to specific district/position as appropriate. < http://www.morris.umn.edu/services/career/job_search_skills/edltrapp.php >
- Letters of recommendation (usually three) from professionals who can write about your teaching abilities.
- Student teaching final evaluations < <http://www.morris.umn.edu/academic/education/ed/ed.html> >
Although used primarily as a learning tool, many districts will request copies of Student Teaching Evaluations. If these are not included with your self-managed credentials, you should be sure to have letters of recommendation from your cooperating teacher and/or university supervisor.
- Copy of teaching license
(If available; this is not necessary for recent graduates in the process of obtaining the initial license.)
- Copy of transcript(s). Most districts will accept unofficial copies in your credential packet. Some districts will request that you send an official copy of your transcripts. If an official transcript is requested, you can obtain a copy for a nominal fee from the UMM Registrar’s Office.
< <http://www.morris.umn.edu/services/registrar/transcript.shtml> >
- Most districts will also request that you complete some type of a district application form (paper form, PDF, or on-line form). Check with the individual district for specific guidelines. Neatly assemble, pack, and mail your credentials in a large (9x12) envelope. Do not fold materials. Be sure to type the school district address and your mailing address on the envelope or use a computer-generated label.

As an alternative, you may choose to self-manage your credentials by using an on-line commercial service to store documents and enable school districts/employers to view your credentials on-line and/or send “official copies” directly to the employer. *ReferenceNow* < <http://www.referencenow.com/> > is a system, which is privately owned/operated. The UMM Career Center does not endorse any commercial credential file service.

*Career Center
201 Behmler Hall
University of Minnesota, Morris; 600 East 4th Street
Morris, MN 56267
320-589-6065 ummcc@morris.umn.edu*