

Self-Managed Credential File

Candidates manage their own credential file.

Step-by-Step Guide to Self-Managed Credential files

Documents to be included in a self-managed credential file

- Credential File Cover Page - This document serves as the first page of your credentials packet.
- Cover Letter
- Resume
- Letter of Recommendation- Include at least 3
- Official Transcript from Registrar's Office—or you may obtain unofficial copy of your UST transcript, if desired. It is suggested that candidates purchase one official transcript from the Office of the Registrar, to keep as your personal copy and include copies of it with your credentials materials.
- A copy of your teaching license or certifications
- A contact list of references (optional)

Submitting a self-managed credential file to employers

- Submit your credential file when requested by the employer.
- Contact the employer if you don't know what to send.
- Submit materials in the format requested by the employer. DO NOT send paper copies, if the employer requests that all materials be submitted electronically.
- If the employer requests that application materials be submitted via U.S. mail, copy or download materials and place all materials in a 9x12 mailing envelope.
- Keep a record of where, when, and to whom you have sent your application materials.

We are pleased to meet with you individually to answer any questions you may have about self-managed credentials, resumes, cover letters, job search strategies, or career information. For more information please call 651-962-6761, or email us at career@stthomas.edu

Self-Managed Credentials Frequently Asked Questions

Why do I need a credentials file?

Applicants looking for teaching jobs may need credential files for potential employers. The letters assembled in the credential file allow the school district to quickly gain information about each applicant rather than

having to take the time to make phone calls to each reference listed by each applicant.

How do schools receive my Self-Managed Credentials file?

You, as the applicant, are responsible for supplying your credentials to the school system as the school requests them.

Whom should I ask to write my letters of recommendation?

You could consider any of the following to write your letters:

- Your current principal/curriculum director/department chair who could talk about your success in the classroom
- A former principal/curriculum director/department chair
- A professor
- Your cooperating teacher (if within the last 3-5 years)
- Your supervising teacher (if within the last 3-5 years)
- A school board member who has direct knowledge of your success as a teacher
- A summer employer who could speak to your value as an employee

Most people generally have 3 to 5 letters in their files. Your letters should not be more than five years old. We suggest giving each letter-writer a copy of your resume at the time that you ask them to write a letter for you and a specific date to return the letter to you.

Will schools accept non-confidential letters of recommendation as being as professional as confidential letters of recommendation?

Yes. Nationally, career centers have moved toward non-confidential letters for education employment during the last five years.

What do I do if a school district requests a credential file be sent by UST?

Explain to the school official that UST does not maintain credential files, and that you have all the necessary materials in your possession. If this is not a sufficient explanation, refer the employer to the Career Development Center at (651) 962-6761.