

Education Verification Documentation

The following are acceptable forms of documentation to verify education, for hiring purposes.

High School Attendance (no diploma awarded)

- High school transcripts verifying the required level of education
- Letter from the high school verifying the required level of education

High School Diploma

- A copy of the candidate's high school diploma or equivalent (GED)
 - If the diploma was received outside of the U.S., a translation may be required
- High school transcripts verifying completion of a high school diploma

College Attendance (no degree awarded)

- Transcripts
- Attendance verification from National Student Clearinghouse
 - Note: this cannot be used for experience equivalency, as the number of credits completed is not provided as part of this verification

College Degree

- Official transcripts verifying degree completion
- Degree verification from National Student Clearinghouse
 - Note: not all universities participate in the National Student Clearinghouse database
- Confirmation directly from the Registrar's office of the institution
 - This may be in the form of a signed letter on institutional letterhead, email directly from the Registrar's office, or written documentation of verbal confirmation

International Degree

- Degree equivalency report
 - If the candidate received a degree outside of the U.S., a degree equivalency report will be needed. Using the services of a member of the National Association of Credential Evaluation Services ([NACES.org](https://www.naces.org)) organization is highly recommended. The equivalency process may take several weeks.