



SELF-MANAGED TEACHER CREDENTIALS

What is a credential file?

A Credential file is a method for responding to job postings by introducing oneself to a prospective employer such as a school principal.

What is a self-managed credential file?

A self-managed credential file consists of, at a minimum, an Aquinas College [Credential Cover Sheet](#), student teaching evaluations and signed letters of recommendation that are collected, maintained, administered and sent by you directly to prospective employers.

What documents make up a self-managed credential file?

- Credential cover sheet. Aquinas College credential cover sheets are available to download on-line at <http://www.aquinas.edu/ccs/>.
- Your Resume and Cover Letter

Copies of

- Your Academic Record form B (you should have completed this prior to student teaching)
- Student teaching evaluation(s)
- 2-5 letters of recommendation
- Teaching Certificate or Eligibility or 90-day letter
- MTTC scores (optional)
- Transcript* (optional)

*** When a posting asks for a transcript, send an official transcript obtained through the Registrar's Office.**

Whom should I ask to write a letter of recommendation?

Since you will be including student teaching evaluations written by your Cooperating Teacher and your Aquinas College Field Supervisor, letters from these sources are not necessary. Additional letter sources may include the following:

- Principal/Assistant Principal
- Teachers that observed you teaching
- Current or former employer
- Subject area faculty
- Volunteer/community affiliation supervisor
- Coaches

What do I need to do to ask someone to be reference and/or write a letter of recommendation (also called letters of reference?)

Always ask permission to use someone's name as a reference. First ask the potential reference what they might be able to say if an employer were to inquire about you. If the response is sound, then ask if they will serve as a reference for you and if they would be willing to provide a letter of recommendation. Provide the reference with a current resume. This will give them a broader view of your

qualifications. Letters are most credible if done on letterhead. It is important that you maintain current letters.

Keep your references about your job search and bring them into your network. Be sure to send a thank you note to each of your references after you have obtained employment.

How do I set up my credential file?

To electronically send your credentials you will need to scan your documents and may maintain them on your own computer or flash drive. **Be sure to back up these documents.**

Scanners are also available in the Aquinas College Media Center location within the Grace Hauenstein Library.

How and when do school systems receive my self-managed credential file?

You, as the applicant, are responsible for supplying your credentials when requested by the employer or when completing your teaching application. In some instances, employers do not request credentials until they have completed their initial screening process; in other instances, you will need to send your completed file as soon as possible to a particular email or US mailing address.

When an employer indicates a preference, follow their directions.

If you send it by email, you must follow-up to make sure Human Resources received the packet.

Can Career and Counseling Services staff assist me with questions I might have about self-managed credential files or the education job search?

Absolutely! We want you to be successful in your job search.

Career and Counseling Services posts positions in our office, on our website, and in Experience.com (our full service web-based employment system); contact Career and Counseling Services for a username and password to the aquinas.experience.com website.

I would be happy 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. Call 616.632.2905 to set up an appointment.

Best of Luck in your job search!