

USM Career Services & Professional Life Development Credential File Basics

WHAT IS A CREDENTIAL FILE?

A credential file is a compilation of background information that some or all is sent to a prospective employer when a candidate is applying for a professional position. Credential files provide a professional, convenient, dependable system to aid in the job application process.

A credential file includes:

- Résumé
- Letters of reference (partnership teacher, USM supervisor, faculty or employers)
- Copy of certification/finger printing
- Copies of all your transcripts

May include:

- Personal philosophy
- Praxis scores
- Sample lesson plans

An Application Packet includes any of the materials in your file and in addition but not limited to:

- Cover Letter
- Application

HOW DO I ESTABLISH A CREDENTIAL FILE?

- Visit Gorham Career Services at 128 School St. to pick up a credential packet.
- Make an appointment to meet with Mariah to talk about your packet and future plans.
- Fill out the registration card (please be complete) and return it with payment of the registration fee.

REQUESTING YOUR CREDENTIAL FILE TO BE SENT

Complete a credential request form. They are available in our office or one can be downloaded from our website: www.usm.maine.edu/careers/ Requests will be accepted by mail, e-mail, telephone, fax or in person. If you e-mail us and don't get a confirmation within 24 hours, please give us a call to ensure that we get your request.

Gorham Career Services
University of Southern Maine
128 School Street
Gorham, ME 04038

E-mail: chrish@usm.maine.edu
cc to: mariahg@usm.maine.edu
Telephone: (207) 780-5330
Fax: (207) 780-5304

*The student is responsible for completely and accurately
filling out a request form!
Requests will be filled according to the form.*



UNIVERSITY OF
SOUTHERN MAINE

USM Career Services and Professional Life Development
P.O. Box 9300 • Portland, ME 04104-9300 • (207) 780-4220 • FAX (207) 780-4534
128 School St • Gorham, ME 04038 • (207) 780-5330 • FAX (207) 780-5304
www.usm.maine.edu/careers • TTT (207) 780-5646

WHAT ARE THE FEES FOR?

\$35.00 Fee to establish a credential file for one year of active status &/or reactivate an inactive file.

\$15.00 Annual reactivation fee (A form will be sent to you for this purpose).

\$ 4.00 Processing fee for *each* credential mailing. *This includes copies given directly to you.*

We accept cash & checks payable to the University of Southern Maine.

MAINTAINING YOUR FILE

Make sure your file is complete and up-to-date (outdated letters may hurt you if sent). Check periodically on the status of your file. Keep us informed, be sure to notify us concerning any address &/or demographic change.

WHAT HAPPENS TO A FILE THAT HAS NOT BEEN USED?

At the end of one year of active status, we will send you a reactivation form. The address used for this mailing is taken from information you give us at the time your credential file is established. Only two attempts will be made to contact you. If we do not hear from you, Gorham Career Services will keep your credential file for five years on an inactive status. After five years, if it has not been reactivated, it will be destroyed. At any time during the five years you may reactivate your file. Please note reactivation and annual fees.