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 Patricia B. Reuss, Director
www.msubillings.edu/careers

CREENTIAL FILE RULES & PRACTICES

- **Transcripts, résumés and teaching certificates** are not part of your credential file. If you wish to order a transcript, contact the Admissions & Records Office at 406-657-2158.
- **Terms of service:** Typically, files are sent within 24 hours. This may vary at peak times of the year, however, we commit to you that your credential file will be sent out within 3 business days of receiving your request.
- **Faxing:** Files will be faxed only at the request of an employer, and a fee of \$2.00 per page will be charged to you.
- **Contents of confidential letters** of recommendation will not be read over the phone to prospective employers.
- **To remove a letter from the file** so it will not be sent to employers, you must give us your instructions in writing, via postal mail or fax. Deleted letter(s) will no longer be sent as part of your file.
- **Job referral:** If your file has not been updated in 18 months, it will be classified as Inactive and your name will not be included in lists of qualified candidates released to employers. For this service, you must update the file and pay the update fee.
- **Ownership:** Your credential file remains the property of Montana State University-Billings, regardless of its status.
- **Under the Family Educational Rights and Privacy Act, 1974**, letters of recommendation received in this office prior to 1/1/75 are all confidential, and credentials will be sent only to bona fide employers, not to employment agencies.
- **Retention:** The file will be retained as long as it is kept up to date. If the file has not been updated in 15 years, it will be shredded to protect your privacy.

CREENTIAL FEE SCHEDULE FOR CURRENT STUDENTS AND ALUMNI

<p>Establish credential file \$30.00</p> <ul style="list-style-type: none"> • Includes 10 sets of credentials • Your name will be released to employers seeking candidates with your qualifications for the next 18 months • Free copy of <i>AAEE Annual Job Search Handbook for Educators</i>, or • Free copy of <i>NACE Annual, Job Choices</i> 	<p>Additional sets of credentials \$3.50 each or 10 for \$25.00</p> <ul style="list-style-type: none"> • NOTE: Purchasing additional sets of credentials <u>will not cause your name to be included in lists of qualified candidates released to employers</u>. For this service, you must update your file every 18 months.
<p>Update credential file \$20.00</p> <ul style="list-style-type: none"> • Includes 5 sets of credentials • Your name will be released to employers seeking candidates with your qualifications for the next 18 months 	<p>Fax credential file \$2.00 per page</p> <ul style="list-style-type: none"> • At employer request ONLY • Fee includes phone charges