

WHAT IS A SELF-MANAGED CREDENTIAL FILE?

A self-managed credential file contains several job search related documents including references and student teaching evaluations, and is **managed solely by you**. You gather the materials for the credential file, maintain the file, and send it out. It allows you to have complete control of the job application process. Using this method enables you to send your credential file along with all applicable materials in one envelope, **which is the preferred method of educators today**. This eliminates receiving items piece by piece from numerous candidates.

ASSEMBLING THE SELF-MANAGED CREDENTIAL FILE

The self-managed credential file should be assembled in the following order:

▪ <u>Credential Cover Sheet</u>	http://www.wartburg.edu/careers/credential-files.html
▪ <u>Cover Letter</u>	Customize your letter to each district and position
▪ <u>Resume</u>	Customize your resume based on position description
▪ <u>Teaching Recommendations</u>	Send photocopy to districts and retain original in your files
▪ <u>Letters of Recommendation</u>	On school letterhead – send photocopy and retain original
▪ <u>Transcript</u>	Request copy from all educational institutions Photocopy transcript and retain original in your files
▪ <u>Philosophy of Education</u>	Optional: Typically sent for out by beginning teachers only
▪ <u>8 ½ X 11 Envelope</u>	

UPDATING YOUR FILE

It is highly recommended that the contents of your credential file be updated at least every three to five years. In rare instances it is necessary to use a reference older than five years. Keep credential files current by asking principals, superintendents, and supervisors to write reference letters. Keeping your file current will eliminate last-minute scrambling for references when the perfect opportunity presents itself.

CHANGING YOUR FILE FROM A “CLOSED” CREDENTIAL FILE TO “OPEN” FILE

In order to change older “closed” letters of recommendation and student teaching evaluations to “open”, you will need to contact the writers and ask if they “approve” changing their letters and recommendations from “closed” to “open”. We need written permission from the writers (letter or e-mail) stating that they approve the change. They should send this information to: Derek Solheim, Associate Director of the Pathways Center for Career Services, 100 Wartburg Blvd., Waverly, Iowa 50677 or derek.solheim@wartburg.edu

If you have any additional questions, please feel free to contact Derek Solheim at 319-352-8615 or derek.solheim@wartburg.edu