

CREREDENTIALS FILE CERTIFICATION AREAS

Circle the number of your specialty area and checkmark the appropriate certification area.

01 Childhood Education (Elementary) General Classroom Teacher

- Early Childhood – Birth to Grade 2
- Childhood Education – Certification as a general classroom teacher - Grades 1-6
- Early Childhood/Childhood Education Dual Certification - Birth to Grade 6
- Middle Childhood Extension Grades 7-9
- M.S. in Childhood Education Grades 1-6
- M.S. in Middle Childhood Extension Grades 7-9

02 Adolescence Education (Secondary)

- Certification in Adolescence Education Grades 7-12
- Middle Childhood Extension Grades 5-6
- Biology Business Chemistry English
- Mathematics Modern Languages: French German Spanish
- Physics Social Studies
- M.S. in Adolescence Education Grades 7-12
- M.S. in Middle Childhood Extension Grades 5-6
- Biology Business Chemistry English
- Mathematics Modern Languages: French German Spanish
- Physics Social Studies

03 Counseling and Human Services (M.S.)

- School Counseling
- Community Counseling

04 Educational Administration and Supervision (M.S.)

School Administrator and Supervisor (SAS)

- Building Principal
- Assistant Building Principal
- Supervisor/Coordinator _____
- Physical Education/Athletic Directorship

School District Administrator (SDA)

- Superintendent of Schools
- Associate/Assistant Superintendent

05 Literacy Education (Reading)

- M.S. in Literacy - Birth – Grade 6
- M.S. in Literacy - Grades 5 - 12
- Certified in both

06 Deaf/Hard of Hearing (M.S.)

07 Teacher Education (M.S.)

08 Physical Education

- Certification in Physical Education Grades K-12
- M.S. in Physical Education Grades K-12
- Health Education

09 Special Education

- Special Education Early Childhood Dual Certification - Birth to Grade 2
- Special Education Childhood Grades 1-6
- Special Education Adolescence Grades 7-12
- M.S. in Special Education Childhood Grades 1-6
- M.S. in Special Education Adolescence Grades 7-12

**CANISIUS COLLEGE CAREER CENTER
EDUCATION FILE RELEASE AUTHORIZATION**

I authorize the Canisius College Career Center to maintain my Credentials File and to release copies of my credential materials to bona fide prospective school officials at my request.

MEMORANDUM OF UNDERSTANDING

1. I am solely responsible for ordering and compiling my credentials file and for monitoring the contents of said file to ensure that my credentials are accurate and current.
2. When compiling a credentials file, original documents will be kept by me and good quality copies will be placed in said file with the exception being confidential references which must be sent directly to the Career Center.
3. The entire contents of the file will be sent unless otherwise requested by the candidate. The candidate is allowed to determine which credentials are sent to prospective employers or graduate schools.
4. My first five (5) file requests are free of charge, after which I will be charged \$5 per U.S. or \$7 per international referral. Fees can be paid by check, money order or cash and are due within 1 week of request. My balance should not exceed \$25.00. The Career Center reserves the right to suspend mailings of my file if there is a delinquent balance.
5. The Career Center will scan and electronically upload credentials directly to an already established on-line application account (i.e. WNYRIC) for a \$20.00 scanning fee.
6. A **written, signed request** must be issued each time I request my credentials file sent to an employer.
7. It is my responsibility to follow up on credential requests. The Career Center will not assume responsibility for the failure of credentials reaching their destination when our internal records shows the file was sent as requested.
8. After the initial registration period of one year, if I do not actively utilize my education credentials file and/or update my registration, said file will become inactive and stored for a ten (10) year period.
9. **Inactive** credentials files contain outdated evidence of professional ability and are not effective in securing employment. **After the 10 year inactive time period, if I do not reregister, update, and/or utilize my credentials file, said file will be destroyed (shredded)** according to FERPA (The Family Education Right and Privacy Act) regulations.
10. I can permanently close my credentials file and request all non-confidential documents from said file to be sent to me by notifying the Career Center in writing.

I understand and agree to the terms of the above outlined procedures for establishing, forwarding and maintaining a credential's file with the Canisius College Career Center.

(date)

(signature)

(printed or typed name)