

Hillcrest Educational Centers, Inc.

CREDENTIALING CHECK LIST

Staff Name: _____

Date of Request: _____

1. Copy of degree: _____

2. Copy of license: _____ Date of expiration: _____
Certification: _____ Date of expiration: _____
Registration: _____ Date of expiration: _____

3. Degree verification at Primary Source:

_____ Institution and Date

4. License, certification, registration

_____ Institution and Date
Verified at Primary Source

5. Pre Employment References Checked: _____

6. Competency for position verified through review of resume for education and experience, interview analysis, and reference checking.

Yes No

Revised 12/03 CB