

Policy Title:	Academic Credentials and Professional Designations Verification		
Category:	<input type="checkbox"/> Institutional - Board	<input type="checkbox"/> Academic - Administrative	
	<input checked="" type="checkbox"/> Institutional - Administrative	<input type="checkbox"/> Employment - Administrative	
Approved by:	<input type="checkbox"/> Board	<input checked="" type="checkbox"/> President	
Date approved:	August 31, 2017	Effective date:	August 31, 2017
Policy Sponsor:	Vice President, Administration & Finance	Date last reviewed:	August 31, 2017
Date of Mandatory Review (expiry date)	August 2022	Date of last revision of Procedures	January 2019

1 POLICY

1. CMCC shall verify all academic and professional designations of its employees.
2. Only designations that have been duly verified shall be included in any CMCC publication. For the purpose of publication, such designation shall be considered duly verified only if and when it has been reviewed and approved by CMCC.
3. All academic degrees awarded by institutions outside of Canada must be awarded by a fully accredited academic institution with equivalency as provided by the World Education Service, Inc.
4. Any offer of employment to a prospective employee shall be made contingent on verification of an individual's claimed academic and professional credentials.
5. Should the verification not bear out the prospective employee's claim, any offer of employment to the individual will be withdrawn. In the event the individual has begun employment, the individual's employment will be terminated, immediately, with cause.

2 PURPOSE

To ensure that all employees possess appropriate academic credentials commensurate with the requirements of their positions.

3 SCOPE

All employees.

4 INFORMATION AND COMPLIANCE PLANS (not a comprehensive list)

- Federation of Canadian Chiropractic Standards for Doctor of Chiropractic Programmes, Section III Criteria for Accreditation: Policies and Procedures Standard C, 1.c. (Disclosure), and 2. (Instructional Programme Management)
- Federation of Canadian Chiropractic Standards for Doctor of Chiropractic Programmes, Section III Criteria for Accreditation: Inputs/Resources Standard E, 1.a. and 1.b. (Faculty and Staff)

- Postsecondary Education Quality Assessment Board (PEQAB) Degree Program Quality Review Standards: Capacity to Deliver, Standard 7.2, 5

5 RELATED POLICIES (not a comprehensive list)

- Academic Honesty
- CMCC Code of Conduct
- Representation of CMCC

6 DEFINITIONS

N/A

New Policy Approved (date):

April 1, 2010

Policy Revision History (dates):

August 31, 2017

-----**END OF POLICY**-----

7 PROCEDURES

1. Within 90 days of being hired at CMCC, employees are responsible for providing to Human Resources the documentation necessary to verify all claimed credentials as outlined below:
 - a. Degree: (A) Official transcript(s) sent directly to the CMCC Division of Human Resources from the institution(s) attended, or (B) Letter sent directly to the institution from the Registrar of the institution(s) attended verifying degree(s) and date(s) of conferral.
 - b. Transcripts from institutions outside of Canada must be evaluated on a course-by-course basis by the World Education Services, Inc.
 - c. License/Certification: A copy of the license or certificate and a letter from the Registrar of the professional regulatory body stating the individual is in good standing.
2. The supporting documents verifying the credentials will be maintained in the employee's file, stored by Human Resources.

New Procedure Approved (date):

April 2, 2010

Procedure Revision History (dates):

January 2019

8 ATTACHMENTS

None