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| 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: | October 22, 2020 | Effective date: | October 22, 2020 |
| Policy Sponsor: | Vice President, Administration & Finance | Date last reviewed: | October 22, 2020 |
| Date of Mandatory Review (expiry date) | October 2025 | Date of last revision of Procedures | October 22, 2020 |

1 POLICY

1. CMCC shall verify all academic and professional designations of its employees.
2. Only designations that have been duly verified are to be included in any CMCC publication. For the purpose of publication, such designations are to 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.
4. Verification of equivalency of academic credentials that are not recognizable in Canada and/or when there is ambiguity in terms of how the credential meets the minimum requirements of a position/course, will be requested at the time of hire. The World Education Service, Inc. (WES) will be utilized for these incidences.
5. Any offer of employment to a prospective employee is to be made contingent on verification of an individual's claimed academic and professional credentials.
6. 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the verification not bear out the prospective employee's claim, any offer of employment to the individual will be withdrawn.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)

- Council on Chiropractic Education Canada (CCEC) Program Standards for the Doctor of Chiropractic Degree Program – Canada
- Council on Chiropractic Education (CCE) Accreditation Standards

- Postsecondary Education Quality Assessment Board (PEQAB) Handbook for Private Organizations

5 RELATED POLICIES (not a comprehensive list)

- Code of Conduct - Employees
- Representation of CMCC

6 DEFINITIONS

N/A

New Policy Approved (date):
 April 1, 2010
Policy Revision History (dates):
 August 31, 2017
 October 22, 2020

-----**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. When required, transcripts from institutions outside of Canada will be evaluated on a course-by-course basis by the World Education Services, Inc.
 - c. License/Designation: A copy of the license or designation certificate and, when not listed on the regulatory body's/chiropractic specialty's website, a letter from the Registrar/President confirming that 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):
 August 31, 2017
 October 22, 2020

8 ATTACHMENTS

None