



Formal Education/Degree Verification Form

Effective Date: 6-15-16

Directions:

1. This form is for all Preservice, Preservice Waiver and Title IV-E Stipend Student applicants.
2. In lieu of requiring certification applicants to submit an official transcript to the FCB, the FCB requires the applicant's employer to verify they maintain personnel records documenting that the applicant holds a minimum of a Bachelor's degree from an accredited college or university. Eligible degrees are issued by educational institutions holding United States Department of Education and/or the Council on Higher Education Accreditation (CHEA) recognized accreditation at the time of award.
3. The applicant **MUST** complete part 1 of this form for the degree provided during hiring (or anticipated degree award date for Title IV-E Stipend Students).
4. The applicant's employer's designee completes part 2 of this form.
5. The training entity Point of Contact will collect completed forms, review for completeness, and scan/email all documents to the FCB certification specialist assigned to their region **AT LEAST 10 business days before the requested exam date.** *Note: Contact the FCB if you do not know the email address of the certification specialist assigned to your region.*

Part 1: Applicant Information. Enter information for the degree you presented for hiring purposes.

Name: _____

Degree Type: Title IV-E Stipend Student – Degree Pending Bachelor's Degree Master's Degree Doctorate/Law

Degree Major: _____

Month/Year of Graduation: _____ *(anticipated award date for Title IV-E Stipend Students)*

School Name: _____

School Location (city and state): _____

Part 2: Formal Education/Degree Attestation

_____ Name of Individual Completing Form	_____ Title
_____ Work Email Address	_____ Work Phone

Select **one** of the following:

- During the employment/hiring process, the applicant's degree, as identified in Part 1, was verified and documentation of such is maintained according to agency protocol.
- The applicant is an approved Title IV-E Stipend Student and is actively engaged in earning a BSW or MSW and documentation of such is maintained according to agency protocol.

I consent to an audit of agency records if requested to verify my attestation. Yes No

By my signature, I attest that the above material is true to the best of my knowledge.

Signature *(FCB accepts both manual and electronic signatures)* _____
Date