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Dinah Bevington
Secretary

MEMORANDUM

PERSONNEL MEMO 00-15
(REVISED)

TO: Cabinet Secretaries
Agency Heads
Constitutional Officers
HR Administrators

FROM: Dinah Bevington, Secretary

DATE: December 4, 2015

SUBJECT: Educational Verification

Kentucky Revised Statute 18A.110(7)(c) authorizes the Secretary of the Personnel Cabinet to determine the relative fitness of applicants for positions, including verification of their education and experience. This memorandum sets forth the current process required for verification of newly hired and promotional employees' education. The process outlined herein supersedes any past practices pertaining to requests for verification of education.

Education Verification Procedures

Step 1. Once an employee is appointed, the Applicant Services and Recruitment Branch will e-mail a request to the personnel agency designee, copying the new employee, to request education verification. The email will outline the education that must be verified and reflect the date the education is due.

Step 2. Please note, due dates for education verification are now standardized. All education verification will be due by the following deadlines, based upon the month (regardless of actual day) the e-mail from the Applicant Services and Recruitment Branch is sent to the appropriate parties:

E-mail sent during:	Verification is due by:
January	March 1
February	April 1
March	May 1
April	June 1
May	July 1
June	August 1

July	September 1
August	October 1
September	November 1
October	December 1
November	January 1
December	February 1

Step 3. The agency personnel designee is responsible for obtaining and forwarding education credentials from the employee, along with an educational verification form, to the Applicant Services and Recruitment Branch. Employees may also mail or hand-deliver their original transcript and/or diploma to the Applicant Services and Recruitment Branch.

Step 4. Employees who cannot or do not provide the required education verification within the time allotted are subject to decertification from payroll or reversion to former positions.

NOTE: If the job classification has a substitution clause that allows for experience to be substituted for any part of the requested education, Human Resources (HR) Certification Branch personnel will conduct applicable evaluations to determine if substitution is warranted.

For any questions related to this memorandum, please contact Mary Elizabeth Bailey, Commissioner, Department of Human Resources Administration, at 502-564-7571 or MaryE.Bailey@ky.gov, Earlene Scott Barker, Assistant Director of the Division of Career Opportunities at 502-564-5271 or Scotty.Barker@ky.gov , or Carlos Linares, Administrative Branch Manager of the Applicant Services & Recruitment Branch, at 502-564-9344 or Carlos.Linares@ky.gov.

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2006-16	Military Leave - REVISED-	3/8/2010	View memo
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