Diploma/College Transcripts

For positions requiring a high school diploma, GED, or college coursework, transcripts are required to be submitted. Copies of transcripts are acceptable but must be legible and indicate degree or certificate awarded, if a degree is required. Applicants who have completed coursework for a degree but whose qualifying degree has not been awarded at the time of application must indicate on their resume a statement indicating when the degree will be awarded. If college transcripts will be sent directly to CPCC from your college or institution be sure the transcripts are addressed to the attention of the Human Resources Office. If transcripts were issued under another name (such as maiden name), make note on the application of other name used so that transcripts will be correctly matched to your application materials. Copies of college diplomas or grade cards may not substitute for transcripts. If your college records no longer exist, a letter from the custodian of records attesting to your attendance/graduation may suffice. Note to CPCC employees and alumni: the Human Resources Office does not have access to your CPCC academic records or any transcripts you may have submitted to the Office of Admissions for transfer evaluation. You must obtain copies of your transcripts and submit to the Human Resources Office as required for any other applicant.

Foreign Transcripts: Foreign transcripts which are not accompanied by an evaluation from an approved agency may not be reviewed. Applicants may contact NACES (National Association of Credential Evaluating Service) at www.naces.org to obtain a list of members providing this service. Any expenses incurred for this service must be borne by the applicant. Foreign transcript translations by the applicant or the educational institution are not acceptable.