



## EDUCATION VERIFICATION DOCUMENTS

Applicant:

Please provide documents that verify your education and training certification and degrees. Please form them to [Ncorstaffing@usa.com](mailto:Ncorstaffing@usa.com) or fax to 301-263-7684. If further information is needed, then call us at 301-433-3900.

### SAMPLE COPIES REQUESTED

High School Diploma	Copies Only
College Degree Credentials	Copies Only
Union Certifications	Copies Only
Other Advance Certifications	Copies Only

### OTHER DOCUMENTS

- A. Federal Emergency Management Agency Certifications
- B. OSHA 10 and OSHA 30
- C. CPR and First Aid
- D. Rigging, Flagging and Scaffolding
- E. US Government Security Clearances
  - 1. TOP SECRET – Will be applied to information in which the unauthorized disclosure could reasonably be expected to cause exceptionally grave damage to the national security.
  - 2. SECRET – Will be applied to information in which the unauthorized disclosure could reasonably be expected to cause serious damage to the national security.
  - 3. CONFIDENTIAL – Will be applied to information in which the unauthorized disclosure could reasonably be expected to cause damage to the national security.
- F. United States Department of Energy issues two levels of security clearances:
  - 1. Q Clearance – Allows access to Classified information up to and including TOP SECRET data with the special designation: Restricted Data (TS//RD) and special Q-Cleared "security" areas.
  - 2. L Clearance – Allows access to Classified information up to and including SECRET data with the special designation: Formerly Restricted Data (S//FRD) and special L-Cleared "limited" areas.
- G. Public Trust

Despite the common misconception, a public trust position is not a security clearance, and is not the same as the confidential designation. Certain positions which require access to sensitive information, but not information which is classified, must obtain this designation through a background check.