



CDRS Formal Education/Degree Verification Form

Effective Date: 7-1-21

STOP! Do not complete and submit this form until the applicant has created an account in the FCB's online system. Access www.flcertificationboard.org and select MY ACCOUNT to create an account or update contact information.

Directions:

1. 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 the applicant's formal education.
2. This form is for all individuals who are seeking the Certified Denial Recovery Specialist (CDRS) credential. It is a two-part form. Applicants must complete Part 1 and send the updated file to the HBS HR Director or designee, who will complete Part 2.
3. The HR Director or designee may send individual or batched forms to amoore@flcertificationboard.org with the subject line, *HBS CDRS Applicant Formal Education/Degree Verification Form*.

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

Name: _____

Degree Type: High School Diploma General Equivalency Degree AA/Vocational Degree Bachelor's Degree or higher

Degree Major: _____

Month/Year of Graduation: _____

School Name: _____

School Location (city and state): _____

Part 2: Formal Education/Degree Attestation

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

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. Yes No

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