

Placement File Maintenance

The cost to open a placement file is \$50.00 for the first year. The year begins when you open the file. This fee includes sending five (5) placement files, or parts thereof, to prospective employers. Additional files can be sent for a charge of \$5.00 each. If 5 or more additional files need to be sent, the charges need to be prepaid; otherwise, the charges can accrue until you owe \$20.00.

You may have documents submitted prior to opening your file; however, it is your responsibility to alert us that you have done so at the time you open your file, and any documents we receive for which a placement file has not been opened for a year from the date of the document will be destroyed.

When you become employed, change positions, obtain additional education or credentials, or make any change in your personal information (name, address, phone # or email), you are required to inform us, and to provide an updated resume and any other necessary documents. In the case of a name change, you need to provide us with both your current and former names.

If you do not renew your file, it will become inactive. It can be re-activated at any time, provided it has not been inactive for more than seven (7) years.

In order to either renew or reactivate your placement file after the first year, there is a fee of \$25.00 for one year, which also includes five “send-outs.” Additional files cost \$5.00 each, as above. It is also necessary to provide an updated resume if you have not already done so, and current reference letters if the ones in your file are more than three years old.

If your file remains inactive for a period of seven (7) years, it will be destroyed.

Your signature below affirms that you understand the placement file maintenance procedure.

Name of applicant _____

Signature _____ Date _____

This form must be signed and dated and submitted at the time you open your placement file.

Pepperdine University
Graduate School of Education and Psychology
Education Career Services
6100 Center Drive, 5th floor
Los Angeles, CA 90045