

### Partnership Verification: Corporate Partner

All Partner employees, child of an employee, the spouse/domestic partner of an employee, an OPSWAT Academy certificate earner with two or more OPSWAT certificates, and the employee of an OPSWAT client will be required to submit verification during the application process to be coded appropriately for receiving partnership benefits.

#### DETAILS

All documentation must include the student's name and at least two other forms of identifiable information, such as mailing address, date of birth, or email address, so an Excelsior staff member identifies the correct student account and marks the partnership student account as verified. All documentation must be submitted to [application@excelsior.edu](mailto:application@excelsior.edu).

Below are the documents needed to verify eligibility for partnership benefits by a Partner Participant.

Partner Participant	Description	Required Documents
Certificate Earner	Person who can verify they have earned a minimum of two OPSWAT Academy certificates.	Submission of official transcript through Credly showing completion of a certificate. <ul style="list-style-type: none"> <li>NOTE: The learner must provide their birth date, birth month and birth year even though it is not required by Credly Acclaim. This provides additional identifier information to Excelsior staff so that a match is made between the applying OPSWAT Academy learner and the incoming transcript from Credly Acclaim.</li> </ul>
Employee	Person who can verify they are a current Partner employee.	Submission of <b>ONE</b> of the following: <ul style="list-style-type: none"> <li>A recent payroll stub, with sensitive information redacted and within two months of the Excelsior application date.</li> <li>A letter on partner/company letterhead from partner contact or supervisor of applying student stating the employee is in good standing. If letter is from supervisor, the letter must state as such.</li> </ul>
Child (Employee)	Person who can verify they are the child of a current Partner employee.	Based upon child definition, submission of <b>ONE</b> of the following: <ul style="list-style-type: none"> <li>Biological Child – A copy of the original birth certificate with employee of Partner listed. If employee of Partner is not named on birth certificate, or birth certificate is not accessible, a copy of a notarized letter or copy of affidavit from the mother, legal guardian, or relative defining the relationship between the child and employee of Partner.</li> </ul>

		<ul style="list-style-type: none"> <li>• Stepchild – A copy of the original marriage certificate with employee of Partner named on the certificate.</li> <li>• Adopted or Foster Child – A copy of official court paperwork defining the relationship between the child and the employee of Partner.</li> </ul> <p>In addition, provide <b>ONE</b> of the following showing the biological parent, stepparent, adopted or foster parent, or legal guardian is a current employee of Partner.</p> <ul style="list-style-type: none"> <li>• A recent payroll stub, with sensitive information redacted and within two months of the Excelsior application date.</li> <li>• A letter on partner/company letterhead from partner contact or supervisor of applying student stating the employee is in good standing. If letter is from supervisor, the letter must state as such.</li> </ul>
Spouse/Domestic Partner (Employee)	Person who can verify they are the spouse/domestic partner of a current Partner employee.	<p>Submission of the following:</p> <ul style="list-style-type: none"> <li>• A recent payroll stub, with sensitive information redacted and within two months of the Excelsior application date.</li> <li>• A scanned image of the spouse/domestic partners own state or government issued identification sharing the same address as employee of Academic partner.</li> </ul>
Employee of an OPSWAT Client	Person who can verify they are an employee of an OPSWAT client.	<p>Follow the two-step process to verify eligibility for receiving partnership benefits.</p> <ul style="list-style-type: none"> <li>• A letter on his/her employer's letterhead (OPSWAT client's partner letterhead) requesting that the individual be considered for partnership benefit eligibility under the agreement Excelsior University has with OPSWAT. <ul style="list-style-type: none"> <li>○ Send the email to <a href="mailto:outreach@excelsior.edu">outreach@excelsior.edu</a> with the letter attached.</li> <li>○ Email Subject Line: OPSWAT Benefits Request</li> </ul> </li> </ul> <p>After receiving email notification from Excelsior University that the request is granted, the employee of an OPSWAT client will need to submit:</p> <ul style="list-style-type: none"> <li>• A recent payroll stub, with sensitive information redacted and within two months of the Excelsior application date.</li> </ul>

