

**EQUIVALENCY FOR CLASSIFIED POSITIONS  
REQUIRING AN ASSOCIATE'S OR A BACHELOR'S DEGREE**

For certain classified positions, applicable occupational and/or educational experience may be used in lieu of specified degree requirements.

**Associate's Degree Equivalency**

The applicant making a claim of equivalent qualifications must provide conclusive evidence in regard to the following:

Education: Some or no college units in the area or closely related area to which applying.  
Experience: Four (4) years of full-time increasingly responsible occupational experience commensurate in breadth and depth of difficulty and responsibility with the position to which applied.

**OR**

Education: Thirty (30) college course units in the area or closely related area to which applying. (Transcripts must be attached.)  
Experience: Two (2) years of full-time increasingly responsible occupational experience commensurate in breadth and depth of difficulty and responsibility with the position to which applied which is considered equivalent to one (1) year of college course work beyond the 30 unit measure.

**Bachelor's Degree Equivalency**

The applicant making the claim of equivalent qualifications must provide conclusive evidence in regard to the following:

Education: Possession of an Associate of Arts/Associate of Science (AA/AS) degree from an accredited institution. Official transcripts of all course work and degree issued must be provided.  
Experience: Four (4) years full-time increasingly responsible occupational experience commensurate in breadth and depth of difficulty and responsibility with the position being applied for (which may be considered the equivalent to two (2) years of college course work beyond the AA/AS degree).

**OR**

Education: Possession of an AA/AS degree from an accredited institution and additional job related college course work beyond the AA/AS degree. Thirty (30) units of upper division college course work is equivalent to one (1) additional year of college.  
Experience: Two (2) years of full-time increasingly responsible occupational experience commensurate in breadth and depth of difficulty and responsibility with the position being applied for (which may be considered the equivalent to one (1) year of college course work beyond the AA/AS degree).

1. The candidate is responsible for supplying all college transcripts as well as documentation for related occupational experience. Although unofficial transcripts may be submitted for application purposes, official transcripts will be required at time of employment. Names, addresses, and telephone numbers must be furnished at the time the candidate seeks equivalency status. A candidate, who does not present conclusive evidence in regard to the above, will not be deemed equivalent. Note: years of related work experience used to meet the degree equivalency cannot be used to meet the work experience requirement for the position.

2. College and university degrees and credits submitted for employment, including the equivalency process or advancement must be from United States Institutions accredited by one of the six regional accrediting agencies recognized by the Council on Post-secondary Accreditation and the United States Secretary of Education.

All degrees and credits not covered by the six regional accrediting agencies recognized by the Council for Higher Education Accreditation (CHEA) and the United States Secretary of Education, including foreign degrees and credits, must be formally evaluated by an agency of the National Association of Credential Evaluation Services (NACES). The candidate bears all responsibility and costs associated with obtaining the evaluation.