STATECIVILSERVICE

JOB AIDS AND RESOURCES
Minimum Qualifications – Development and Evaluation
Interpreting Educational Requirements

Revised 10/1/2022

Accreditation of Schools

- State Civil Service relies on the following designated resources to determine whether a postsecondary institution is appropriately accredited:

    - The U.S. Department of Education – Database of Accredited Postsecondary Institutions and Programs provides an online institutional database of accredited postsecondary institutions that have been accredited by an accrediting agency or state approval agency recognized by the U.S. Secretary of Education.

    - The Council for Higher Education Accreditation (CHEA), a non-governmental coordinating agency for accreditation, is an association of approximately 3,000 degree-granting colleges and universities and recognized institutional and programmatic accrediting organizations.

- There are two basic types of educational accreditation, one referred to as "institutional" and the other referred to as "specialized" or "programmatic."

  Institutional accreditation applies to an entire institution, indicating that each of an institution's part contributes to the achievement of the institution's objectives.

  Specialized or programmatic accreditation normally applies to programs, departments, or schools that are parts of an institution. The accredited unit may be as large as a college or school within a university or as small as a curriculum within a discipline.

- When verifying the accreditation of schools, SCS will determine which organization(s) the listed college or university has accredited the institution. (Usually found on the college or university home page. Typically listed under "about" or "more information").

- When verifying programmatic accreditation, SCS will visit the website of the accrediting body to search for the college/university. The accrediting body's website will list the specific programs which are accredited.

- SCS recognizes that there may be some quality postsecondary educational institutions and programs not listed in either of the databases referenced above. Although such institutions and programs may provide a quality education, the Department must, for practical reasons, rely on the databases enumerated above which list colleges or universities accredited. If a

college or university does not have current accreditation from one of the accrediting bodies listed on either of the above websites, we will **not** recognize the degree/hours as qualifying.

Accreditation of Social Work Education

For social worker positions, the required master's degree must be from an accredited school of social work.

- **The Council on Social Work Education** is a national association responsible for developing accreditation standards that define competent preparation and ensuring that social work programs meet them. We accept social work degrees only from colleges that are accredited by this association, either master or baccalaureate level as required by the Minimum Qualification requirements. Once you have accessed the site, click on "Membership," then "Database of Affiliated Programs," and complete the requisite information. You do not have to log in with a membership number to get this information.

Evaluating Degrees from Foreign Universities

- Applicants must receive a statement of educational equivalency from one of the evaluation services accepted by the Department of Civil Service. A list of the accepted evaluation services can be found on the **NACES website.**

Verification of College Transcripts

- Official transcripts must be maintained by the hiring agency when college training was used to qualify the applicant.
    - When verifying college coursework OR college degrees, you must look for an official transcript in either of the following 2 formats:
        - Official paper transcript issued by the university
            - When verifying the transcript, you must look for obvious signs of possible falsification such as:
                - different size or style of type or font
                - wrong social security number
                - university name misspelled
                - white out
                - hand written corrections
        - Official electronic transcript e-mailed by the university directly to the hiring agency's human resources office
            - Documentation required for e-transcripts include:
                - A printed copy of the e-mail from the university to the hiring agency
                - A printed copy of the cover form included with the e-transcript
                - A printed copy of the e-transcript
                - The following statement written on the printed e-transcript: "This transcript was received by (receiver's name) directly from the university as an e-transcript and has not been altered in any form." This statement must be followed by the signature of the recipient of the e-mail.

NOTE: Photocopies will not be accepted. Also, electronic transcripts printed or forwarded electronically by a student are not official transcripts.

- Overall GPA when appointing under the provisions provided in Rule **22.8 (c)** particularly when applicant has attended several schools.
- Difference between a "degree in" and a "degree with": When a Minimum Qualification states a "degree in", the official transcript must reflect that field as the major field of study; when a Minimum Qualification states a "degree with", any major will be accepted as long as the applicant has the number of hours in the required field.
- Difference between "a degree plus" experience and "a degree followed by" experience: When the minimum requirement states, "a degree plus experience", applicant obtains work experience and degree in no certain order. When the minimum requirement states, "a degree followed by experience", applicant receives degree *then* obtains work experience.
- **Documents which will NOT be accepted as verification of educational qualifications include grade notices, student records, diplomas, teaching certificates or any transcripts marked "UNOFFICIAL."**
- When using semester hours to substitute on the basis of 30 semester hours for one year of experience, click on this link for Educational Equivalency Chart.
- For universities awarding quarter hours, multiply the number of quarter hours earned by 2/3 to get the semester hour equivalency.

- **Claims that transcripts cannot be obtained:**
  - Sometimes when transcripts are required to verify college, applicants will claim they are unable to obtain a transcript. When dealing with such claims, it is our policy to determine the reason why the applicant cannot obtain a transcript by contacting the institution granting the degree or hours.
  - If the reason the applicant cannot obtain his transcript is because he/she has defaulted on student loans, failed to pay fees or parking tickets, or failed to meet other financial obligations due to the university, we will not accept any other document as proof of obtaining required degrees or hours.

- **Admitting Prior to Graduation**
  - Should you have the need to recruit for a hard to fill position that requires a baccalaureate or master's degree as the requirement as outlined in the minimum qualifications, the SCS will allow you to indicate on your job posting that applicants may apply 90 days prior to receipt of the baccalaureate / master's degree. You may move these applicants to the eligible list, interview and make an offer contingent upon verification of receipt of the required degree. The effective date of the appointment cannot be prior to the graduation date.
  - This does not mean we will credit persons who have completed all but the thesis requirement on a master's degree. If the thesis is part of the degree requirement, a person will not be credited with the degree until the thesis is completed.