



PERALTA COMMUNITY COLLEGE DISTRICT  
 333 EAST EIGHTH STREET \* OAKLAND, CA 94606  
 Telephone: (510) 466-7297 - FAX: (510) 466-7397 or 7280  
 Website: <http://www.peralta.edu>  
 California Relay Service for the Hearing-Impaired: (800)735-2929

## EQUIVALENCY APPLICATION

- Candidates who do not meet the minimum educational qualifications specified for positions requiring a master’s degree in the discipline, but who believe that they have equivalent education and qualifications, must complete this form.
- Candidates who do not meet the minimum qualifications for occupational positions (non-master’s degree) requiring a bachelor’s degree and 4 years of work experience or an associate’s degree and 6 years of work experience, but who believe that they have equivalent qualifications, must complete this form.

Name: \_\_\_\_\_ College/Site: \_\_\_\_\_

Position Applied For: \_\_\_\_\_ Home Telephone Number: (    ) \_\_\_\_\_

Discipline: \_\_\_\_\_ Mobile Telephone Number: (    ) \_\_\_\_\_

Mailing Address: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

List any relevant credentials held: \_\_\_\_\_

Please list all degrees held:

<u>Degree</u>	<u>Major</u>
<input type="checkbox"/> <u>A.A./A.S.</u>	_____
<input type="checkbox"/> <u>B.A./B.S.</u>	_____
<input type="checkbox"/> <u>M.A./M.S.</u>	_____
<input type="checkbox"/> <u>Doctorate</u>	_____
<input type="checkbox"/> Other: _____	_____

Indicate the basis on which you are applying for equivalency:

\_\_\_\_\_ A minimum of 24 graduate semester units (or 36 graduate quarter units) without the degree in the specified discipline, i.e. coursework equals the required degree in breadth and depth. ***[Please attach a cover memo listing all relevant coursework and the credit received for the coursework. Attach the related transcripts. Your equivalency application is incomplete without the memo and transcripts, and will not be reviewed without this information.]***

\_\_\_\_\_ Similar degree with another name (same coursework): \_\_\_\_\_

\_\_\_\_\_ Equal experience (applies only to those disciplines not requiring a Masters Degree)

\_\_\_\_\_ Eminence (Based on scholarly research, publications or performance in the discipline, appropriate licensure, e.g. CPA, BRN) MAY BE DEEMED PARTIAL EVIDENCE OF EMINENCE, but will not be considered the sole basis for equivalency approval.

You must attach evidence to demonstrate the equivalency including official transcripts (foreign degree(s) must be evaluated by an official foreign credentials/transcripts evaluation and translation service), verifications of work experience, income tax records (4 or 6 years of the Schedule C) to verify self-employment, etc. You may use the reverse side of this form to provide the Equivalency Committee with any additional information which you consider relevant to establishing that you have the equivalent background to meet the minimum qualifications.

***ALL SUPPORTING DOCUMENTS MUST BE ATTACHED TO THIS APPLICATION***

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

### EVIDENCE

A candidate who does not present conclusive evidence in regard to minimum qualifications specified for the discipline does not possess the equivalent of the experience in question.

Acceptable evidence for general education, discipline or experience requirements shall be as follows:

- a) An official transcript showing that appropriate courses were successfully completed at an accredited college or appropriate foreign institution (foreign degree(s) must be evaluated by an official foreign credentials/transcripts evaluation and translation service.)
- b) Publications that show a command of the discipline in question.
- c) Skills demonstrated or verifiable evidence of professional performance, professional and/or public recognition, professional presentations, computer software development or applications, or related training.
- d) Verification of employment history from employer(s).
- e) College and University degrees and credits submitted for equivalency must be from the 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.

### APPLICATION PROCEDURE FOR EQUIVALENCY TO MINIMUM QUALIFICATIONS

The procedure for applying for equivalency to the minimum qualifications for teaching in a discipline is as follows:

1. Obtain Equivalency Application Form from the Peralta website ([web.peralta.edu/hr](http://web.peralta.edu/hr)) under HR Documents & Forms.
2. Complete the form and provide all information. Return the form and supporting materials to the District Office of Human Resources. If you are applying for an advertised position, the Equivalency application form shall be mailed or hand-delivered to the Director of Human Resources, Peralta CCD, 333 E. 8<sup>th</sup> Street, Oakland, CA 94606. . **Do not include the Equivalency Application with your online application, though you may make reference that Equivalency is being applied for.**
3. Information, such as transcripts requested from the colleges and universities should be sent directly to the District Office of Human Resources with attention to "Request for Equivalency."
4. If currently employed by the Peralta Community College District, attach a note requesting the Office of Human Resources to pull appropriate documents on file.

An equivalency committee made up of faculty members in the requested discipline will be appointed by the District Academic Senate to review the materials submitted and make a determination. This process can take from two to four weeks.

When the review is complete, the District Office of Human Resources will submit the results to:

- a) the interviewing and screening committee, if the applicant is from a pool of candidates applying for an advertised position, or
- b) the District Academic Senate President, the Vice President, and the Division Dean of the requested discipline, if the request is independent of a hiring screening committee.

ADDITIONAL INFORMATION: