

## **Applicants**

Applicants who believe that they possess qualifications equivalent to the minimum qualifications for a position and wish to request that a determination of equivalency be made in a specific discipline must complete a District Request for Equivalency form and provide supporting documentation as appropriate. Applicants for both full time and part time positions are notified of the opportunity to apply for an equivalency at the time of application.

It is the applicant's responsibility to complete the form and provide documentation. Search committees will not seek additional documentation. Applicants who do not meet the minimum qualifications and who have not completed a Request for Equivalency will not be considered for employment.

- The Request for Equivalency and supporting documentation along with a cover letter must be submitted to the Human Resources Office. Please reference your application confirmation number on your cover letter.
- The application and supporting documentation is forwarded to the Equivalency Committee for a determination.
- The Equivalency Committee reviews the equivalency request and returns the application and supporting documentation to Human Resources with a determination.
- Human Resources forwards the application and equivalency approval to the selection committee.

If an applicant is approved and subsequently hired to fill a position, the documents and experience that support the equivalency must be verified just as minimum qualifications for other new faculty are verified via transcripts and employment verification letters.

**SUPPLEMENTAL EQUIVALENCY REQUEST  
San Bernardino Community College District**

**Applicant's Name (Please Print)** \_\_\_\_\_ **Equivalency Request**

Equivalency is the process by which a person can meet the minimum qualifications of his/her discipline. It is the responsibility of the candidate to provide conclusive evidence of equivalency to the State approved requirements through the use of transcripts, publications, statements validating related work experience, and other work products that show a command of the major or occupation in question. Below are listed the criteria for equivalency and evidence. Please check which criteria you wish to be evaluated against, which evidence you are providing, and submit a written statement and all tangible evidence necessary to support your request.

**CRITERIA**

I. For establishing the equivalent of a required degree, possession of at least the equivalent in level of achievement and breadth and depth of understanding as exhibited by A or B:

- A. The amount of formal education required for the degree and the number of major course units required for that degree.
- B. Mastery of the skills thorough enough to perform the work.

A candidate who does not provide conclusive evidence in regard to either A or B does not possess the equivalent of the degree in question.

II. For the equivalent of required experience, possession of thorough and broad skills and knowledge for each of the following as separate and distinct criteria:

- A. Mastery of the skills thorough enough to perform the work.
- B. Extensive and diverse understanding of the current work environment.

A candidate who does not present conclusive evidence in regard to either A or B does not possess the equivalent of the experience in question.

**EVIDENCE**

(Submit a written statement and all tangible evidence necessary to support your request and submit along with the application materials.)

Conclusive evidence shall be:

- 1. A transcript showing that appropriate courses were successfully completed at an accredited college or appropriate foreign institution;
- 2. Publications that show a command of the major in question, the general education of the candidate, or his or her writing skills;

( ) 3. Substantial artistic experience and/or accomplishments equivalent to the degree, (e.g., performances, shows, exhibitions, compositions, or books);

( ) 4. Work experience verification (e.g., letters supporting length and level of service or current certification or license appropriate for the specific course assignments.)

I understand that it is my responsibility to conclusively prove equivalency to the minimum qualifications required for my discipline.

I certify that the information contained in this form is correct to the best of my knowledge and understand that deliberate falsification or any misstatements or omissions of material facts may be cause for refusal of employment, or if employed, cause for dismissal.

Print Name:

Applicant's Signature:

Date: