

**Mendocino-Lake Community College District**  
EQUIVALENCY APPLICATION

**INTRODUCTION:**

If you do not meet the exact advertised minimum qualifications as stated on the job announcement, but you believe that you have education/experience that is equivalent to the advertised state-mandated minimum qualifications you must complete this form to request an equivalency determination. If the Mendocino-Lake Community College District determines that you have equivalent qualifications to the advertised state-mandated minimum qualifications, you may be considered an applicant for the position for which you are applying. If it is determined that you do not have equivalent qualifications to the state-mandated qualifications for the position, you cannot continue as an applicant.

It is your responsibility to provide a complete application for an equivalency determination. Incomplete applications will not be considered. You must provide all the necessary documentation that supports your request for an equivalency determination by the closing date of the hiring process for the position for which you are applying.

If you are claiming *educational equivalency* (i.e., coursework), please submit a transcript(s) with this application and explain which courses that you completed (as verified on the transcript) are equivalent to an educational requirement stated in the applicable minimum qualifications. An official transcript is not needed for purposes of this application, but if you are selected as a finalist for a position, you will be required to provide an official transcript of all coursework. All degrees and units of coursework that are offered as equivalency coursework must be from an accredited institution. (See definitions section below for definition of “accredited institution.”)

If you are claiming *experience equivalency* (e.g., professional employment) you must include written confirmation of that experience from a person authorized to provide such confirmation. For example, if you are claiming that your employment with a particular company is the equivalent to an advertised minimum qualification, you must provide a written statement from a representative of that employer about the work you performed and the duration of your employment. If minimum qualifications require a certain number of “years of professional or occupational experience,” the experience must be full-time experience or the equivalent in part-time experience. (See definitions section below for definition of “experience”.)

If you are claiming *equivalency by eminence* you must include evidence of relevant accomplishments (e.g., research publications, professional performances/exhibitions, honors or awards, letters from professionals in the field attesting to your superior level of competence in the discipline). Evidence submitted must be as reliable and objective as a transcript, and must demonstrate that your experience meets or exceeds the preparation of someone completing the equivalent coursework.

If you are claiming *equivalency by certifications* you must include evidence of industry certification and hours completed. Evidence submitted must be as reliable and objective as a transcript, and must demonstrate that your experience meets or exceeds the preparation of someone completing the equivalent coursework.

For purposes of equivalency determinations, degrees “in a reasonably related discipline” are those degrees other than the “main” degree in a discipline’s minimum qualifications list in the Chancellor’s Office handbook *Minimum Qualifications for Faculty and Administrators in California Community Colleges*. For example, the state mandated minimum qualification for mathematics is “master’s degree in mathematics or applied mathematics OR bachelor’s degree in either of the above AND master’s degree in statistics, physics, or mathematics education OR the equivalent.” A “reasonably related discipline” for mathematics would be “statistics, physics, or mathematics education.”

Name: \_\_\_\_\_

Position for which you are applying: \_\_\_\_\_

**1. Equivalency for disciplines requiring a master's degree or the equivalent foreign degree:**

Please indicate which type of equivalency you are claiming and provide the necessary information related to your equivalency request.

**A. I have a degree that is the same as the degree required for the advertised position except for the degree name.** Please submit a table comparing the coursework from any accredited institution awarding the degree identified as a minimum qualification and the coursework from your granting institution awarding the degree you believe is comparable.

**B. I completed all the coursework for the advertised degree, but I did not receive the degree.** Please provide a listing of the coursework necessary for the degree from your institution and a transcript showing that you completed all of that coursework. Additionally, please provide a written explanation of why you did not receive the degree.

**C. I have a Master's degree in a reasonably related discipline, plus or including 12 semester units (or 18 quarter units) of graduate or undergraduate coursework in the discipline.** Please identify the "reasonably related discipline" in which you have a degree, and provide a transcript showing your completion of that degree and at least 12 semester units (or 18 quarter units) of graduate or undergraduate coursework in the discipline being advertised.

**D. I am applying for a position in HUMANITIES, and I hold a Master's degree in Art, Communication Studies, Dance, Education, English, History, Music, Philosophy, Speech, Theatre Arts, a foreign language, or the equivalent.** Please identify the discipline in which you have the required Master's degree, and provide a transcript showing your completion of that degree.

**E. I have a Bachelor's degree in the discipline, plus either 18 semester units (or 27 quarter units) of graduate coursework in the discipline (or in a reasonably related discipline) or a minimum of 1 year of Full Time relevant training/professional experience and certification or licensure in the discipline (if applicable).** Please identify the discipline and/or the "reasonably related discipline" in which you have the required graduate units, and provide transcripts showing your completion of the required Bachelor's degree and the required graduate level coursework. If you are using relevant training or experience to substitute for the graduate coursework, please provide evidence of equivalent preparation. Also please list any relevant certification or licensure in the discipline. Attach supporting documentation. Evidence submitted must be as reliable and objective as a transcript, and must demonstrate that your experience meets or exceeds the preparation of someone completing the equivalent coursework.

**F. I qualify for equivalency by reason of eminence in my discipline.** "Eminence" is defined as superior knowledge and skill in a discipline. Superior knowledge and skill is to be determined in comparison with the generally accepted standard of achievement in the discipline. Determination of eminence shall be based upon a conviction that the applicant, if measured by recognized authorities in the field, would be judged superior. Please submit evidence of relevant accomplishments (e.g., research publications, professional performances/exhibitions, honors or awards, letters from professionals in the field attesting to your superior level of competence in the discipline). Evidence submitted must be as reliable and objective as a transcript, and must demonstrate that your experience meets or exceeds the preparation of someone completing the equivalent coursework.

**2. Equivalency for disciplines not requiring a master's degree or the equivalent foreign degree, and which do not require a specific Bachelor's or Associate's degree:**

**A. I have 120 undergraduate semester units (or 180 quarter units) in any discipline and two years of experience in the discipline advertised.** Please provide transcripts showing your completion of the required units. Also please provide evidence of your experience in the discipline. Attach supporting documentation. Evidence submitted must be as reliable and objective as a transcript. Cite specifically the work you performed. You must include written confirmation of your experience from a person authorized to provide such confirmation. For example, if you are claiming that your employment with a particular company is the equivalent to an advertised minimum qualification, you must provide a written statement from a representative of that employer about the work you performed and the duration of your employment. If minimum qualifications require a certain number of "years of professional or occupational experience," the experience must be full-time experience or the equivalent in part-time experience. (See definitions section below for definition of "experience.")

**B. I have 60 undergraduate semester units (or 90 quarter units) in any discipline and six years of experience in the discipline advertised.** Please provide transcripts showing your completion

of the required units. Also please provide evidence of your experience in the discipline. Attach supporting documentation. Evidence submitted must be as reliable and objective as a transcript. Cite specifically the work you performed. You must include written confirmation of your experience from a person authorized to provide such confirmation. For example, if you are claiming that your employment with a particular company is the equivalent to an advertised minimum qualification, you must provide a written statement from a representative of that employer about the work you performed and the duration of your employment. If minimum qualifications require a certain number of "years of professional or occupational experience," the experience must be full-time experience or the equivalent in part-time experience. (See definitions section below for definition of "experience.")

**C. I have 30 undergraduate semester units (or 45 quarter units) in any discipline or industry certification equivalent to these units and eight years of experience in the discipline advertised.** Please provide transcripts showing your completion of the required units or completed hours of industry certification. Also please provide evidence of your experience in the discipline. Attach supporting documentation. Evidence submitted must be as reliable and objective as a transcript. Cite specifically the work you performed. You must include written confirmation of your experience from a person authorized to provide such confirmation. For example, if you are claiming that your employment with a particular company is the equivalent to an advertised minimum qualification, you must provide a written statement from a representative of that employer about the work you performed and the duration of your employment. If minimum qualifications require a certain number of "years of professional or occupational experience," the experience must be full-time experience or the equivalent in part-time experience. (See definitions section below for definition of "experience.")

**I affirm that the above information is a true and accurate account of my education and professional experience.**

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Definitions:**

**Definition of accredited institution:** "Accredited institution" shall mean a postsecondary institution accredited by an accreditation agency recognized by either the U.S. Department of Education or the Council on Postsecondary Accreditation. It shall not mean an institution "approved" by the California Department of Education or by the California Council for Private Postsecondary and Vocational Education. Determination of equivalency of foreign degrees shall be according to district rules." (Title 5, section 53406.)

**Definition of Experience:** The requirement is for the stated number of years of full-time experience or the equivalent in part-time experience. Unpaid experience may be counted if it entailed responsibilities substantially similar to those of relevant paid positions in the field. Applicants bear the responsibility for verifying all experience by documentation satisfactory to the district. "Professional experience" includes teaching experience. "Occupational experience" does not include teaching experience. (Title 5, section 53404.)

**Definition of Year:** "Year" means that period of time which in that occupation is accepted by contract or general agreement as a regular work year for that occupation on a full-time basis. (Title 5, section 53404.)