

DRAFT

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

\_\_\_\_\_  
Applicant's Name (Please Print)

\_\_\_\_\_  
Department of 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 for the specific course assignment(s).
- 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 for the specific course assignment(s).
  - ( ) B. Extensive and diverse understanding of the current work environment of the specific course assignment(s).
- 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.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date