

LASSEN COMMUNITY COLLEGE
EQUIVALENCY APPLICATION FOR DISCIPLINES REQUIRING ANY DEGREE AND PROFESSIONAL EXPERIENCE

[Use this form only if minimum qualifications in the discipline are NOT met. See Lassen Community College Disciplines List B or C.]

APPLICANT NAME: _____

DISCIPLINE YOU WISH TO TEACH: _____

COURSES YOU WISH TO TEACH (See Lassen Community College Catalog): _____

Applicants who claim equivalent qualifications must provide conclusive evidence that they have qualifications that are at least equivalent to what is required by the minimum qualifications. For establishing the equivalent of a required degree, the applicant must possess at least the equivalent in level of achievement for both the general education requirement for that degree and the major required for that degree. For the equivalent of required experience, the applicant must possess thorough and broad skills and knowledge for mastery of the skills of the vocation and extensive and diverse knowledge of the working environment of the vocation.

Conclusive evidence of equivalency for **DISCIPLINES REQUIRING ANY DEGREE AND PROFESSIONAL EXPERIENCE** shall be:

- 1) Transcripts showing that appropriate courses were successfully completed at an accredited college or through an appropriate foreign institution. In order for any foreign degree to be considered towards meeting any minimum qualifications requirement, it must be accompanied by a transcript evaluation provided by a National Association of Credential Evaluation Services (NACES) member agency. NACES member agencies may be found at: www.NACES.org.
- 2) Employer statement, reference letters with chronological listings indicating dates and time frames of full time work experience, or other evidence of work experience in the appropriate discipline.
- 3) Publications that show a command of the major in question.
- 4) Other work products that show a command of the major or occupation in question.

Attach supporting documentation to this application form.

MINIMUM QUALIFICATIONS FOR WHICH I AM CLAIMING EQUIVALENCY (See Lassen Community College Disciplines List or Job Description):

Select below the category which describes your equivalency type and provide the required documentation.

○ **EQUIVALENCY CATEGORY ONE: Equivalent Education**

_____ Possession of the number of units for a degree but no degree issued.

List the courses in the major that would count towards the degree (attach additional sheets if necessary):

If the degree in question is an Associate or Bachelor's degree, list courses in general education that would count towards the degree:

Attach a copy of appropriate transcripts (highlighting courses may substitute for lists above).

○ **EQUIVALENCY CATEGORY TWO: Equivalent Experience**

_____ I claim experience equal to the majors component of the degree (Depth of Experience).

_____ I claim experience equal to the General Education for Degree (Breadth of Experience)

Attach a written justification explaining the experience with appropriate documentation (See numbers 2, 3 & 4 under conclusive evidence above).

For self-employed applicants, “conclusive evidence of full time work experience” entails providing credible documentation from outside parties and would include such items as tax records, business license, or other governmental/licensing board evidence.