

**OHLONE COMMUNITY COLLEGE DISTRICT
SUPPLEMENTAL PORTFOLIO FOR EQUIVALENCY DETERMINATION**

FOR THE POSITION OF: _____

APPLICANT'S NAME: _____

INSTRUCTIONS:

The information requested below is required of all candidates not holding the state minimum qualifications, who are seeking consideration on the basis of equivalency. Candidates submitting an application under the equivalency basis shall submit this supplement as well as all other materials specified under "Application Procedures or Requirements" on the job announcement. Candidates must answer each question in order for this supplemental portfolio to be considered complete. References to resumes and material other than additional sheets required to complete this form will not be acceptable.

EQUIVALENCY CRITERIA:

Equivalency to an academic degree shall include the same depth of knowledge in the discipline and breadth of general education that is required for the degree to meet the minimum qualifications. Equivalent preparation for the employment shall be considered under any one category or combination of the categories listed below:

1. Degree in related field with equivalent course work in the discipline as indicated by transcript and/or thesis subject.
2. Equivalent degrees from foreign universities (as determined by an agency selected by Ohlone College).
3. Course work at an accredited institution of higher education AND state-approved continuing education units available for maintaining licensure AND/OR
 - a. An internship for licensure AND/OR
 - b. Equivalent verifiable accomplishments of eminence in the discipline including, but not limited to publications, research, seminars, creative works, professional performance or exhibitions, honors or awards.

IN ORDER TO APPLY FOR EQUIVALENCY TO THE MINIMUM QUALIFICATION PLEASE PROVIDE THE FOLLOWING INFORMATION:

1. List all academic preparation that should be considered to determine equivalency. Please be specific regarding the institution, course titles, unit value and level of coursework, (graduate, upper division, etc.) and to which degree(s) it is equivalent. Transcripts and copies of course descriptions should also be attached.
2. List all relevant professional/work experience (teaching and non-teaching) that should be considered to determine equivalency. Please give a detailed description of the duties performed.
3. List any other relevant accomplishments that should be considered to determine equivalency. (This could include, but would not be limited to research, publications seminars professional performance or exhibitions honors or awards, etc.)
4. List specialized skills knowledge and abilities that should be considered to determine equivalency
5. List relevant memberships, internships, licensure, certifications and/or organizational activities that should be considered to determine equivalency.
6. List the name, address and phone number of three (3) references who could attest to your education, experience and knowledge being equivalent to the minimum qualifications
7. Please write a narrative synopsis (not to exceed one page) of your education and experience that illustrates possession of qualifications that are at least equivalent to the stated minimum qualifications.

I CERTIFY THAT TO THE BEST OF MY KNOWLEDGE THE FOREGOING STATEMENTS ARE COMPLETE TRUE AND CORRECT, AND IF EMPLOYED, I UNDERSTAND THAT I MAY BE SUBJECT TO DISMISSAL IF THEY ARE FOUND TO BE UNTRUE OR INCORRECT.

Signature _____

Date _____