



EDUCATIONAL REQUIREMENTS

**Human Resource Services Department
Lakeside Plaza Building
1405 Lakeside Drive
Oakland, CA 94612**

EDUCATIONAL REQUIREMENTS IN GENERAL

A specific level of academic achievement is required for some Alameda County positions. Where this is the case, educational requirements are described in the bulletin announcing the examination for the position.

To establish that educational requirements have been met, applicants must include all requested information concerning qualifying education on the application form. Additionally, if the examination bulletin states that it is required, applicants must provide written documentation (described below) of educational qualifications. If documentation is required, the necessary materials must be received by the Human Resource Services Department by the date specified in the bulletin.

HIGH SCHOOL GRADUATION OR EQUIVALENT

High school graduation or a qualifying General Educational Development score is required for some positions. If an examination announcement states that proof of high school graduation or a qualifying equivalency score is required, applicants must provide the Human Resource Services Department with:

- A copy of the applicant's high school diploma; or
- A high school transcript evidencing the applicant's graduation; or
- A letter from a school official on school letterhead documenting the applicant's graduation; or
- Verification of GED final scores. (To be accepted, each subtest standard score must be at least 410. The average of all five subtest scores must be 450 or higher.)

TECHNICAL SCHOOL, COLLEGE OR UNIVERSITY DEGREE REQUIREMENTS

A degree (associates, bachelors, masters or doctorate) in a specific area of study, or completion of a specific post-secondary course of instruction is required for some positions. These requirements can be met by work completed at an accredited domestic or a comparable foreign institution.

Domestic Schools:

Credentials will be considered from schools institutionally accredited by an agency recognized by the Council on Higher Education Accreditation, the Association of Specialized and Professional Accreditors; or the United States Secretary of Education. Applicants who are uncertain about accreditation should contact the school attended for further information.

If an examination announcement states that documentation of a degree or course completion is required, applicants must provide the Human Resource Services Department with:

- A copy of a diploma or certificate of completion/graduation, evidencing the applicant's satisfaction of the requirement; or
- A transcript evidencing graduation or completion of the required course of instruction; or
- A letter from a school official on school letterhead documenting graduation or completion of the required course of instruction.

Applicants who must obtain documentation from schools should take action to do so as early as possible. Schools may require a considerable amount of time to prepare these materials.

Foreign Schools:

In determining the acceptability of work done at foreign schools, Alameda County will consider a statement of degree equivalency or an evaluation of course work prepared by the American Association of Collegiate Registrars and Admissions Officers (AACRAO), or by a private academic credentials evaluator who is a current member in good standing of the National Association of Credential Evaluation Services (NACES) or the Association of International Credential Evaluators (AICE)

The names and addresses of NACES and AICE member evaluation services can be obtained by contacting those organizations directly:

NACES

Web site: www.naces.org

E-Mail: naces@ierf.org

AICE

Web site: www.aice-eval.org

E-mail: info@aice-eval.org

Telephone: (310) 550-3305

AACRAO can be contacted at:

AACRAO

Web site: www.aacrao.org/credential

E-mail: oies@aacrao.org

Telephone: (202) 296-3359

Applicants who require the services of these organizations should contact them as early as possible. Credential evaluations may take a considerable amount of time to prepare.

Fees charged for these services vary and are the responsibility of the applicant. The Human Resource Services Department does not recommend or endorse any particular evaluation service nor does it guarantee that materials provided by them will assure admission to an examination.

ADDITIONAL REQUIREMENTS

There may be additional requirements for specific examinations. For example, it may be required that applicants have completed a curriculum that is programmatically accredited. In some cases official or certified transcripts will be required. These additional requirements will be described in the bulletin for the examination.