

County of Sacramento Educational Requirements

Guidelines and Policies

Applicants applying for a position which has an educational requirement as part of the Minimum Qualifications are required to submit proof of education at the time of application. Acceptable proof of education can be:

- Degree/Diploma: A copy of the required degree certificate. Certificate must list the field of study to be acceptable.
- Transcripts: A copy of transcripts (official or unofficial). Transcripts MUST show student's name and the name of the awarding university or educational institution. To be accepted as proof of degree, the transcripts MUST show the degree awarded or conferred date, and the field of study. Classes for which no credit was awarded or that are in progress will not be counted towards a minimum qualification requirement, unless specifically stated in the announcement.
- Degree Verification Letter: For recent graduates who have not received their diploma or degree yet, and whose transcripts have not been updated to show the degree awarded date, a Letter of Degree Verification from the Registrar's Office of the awarding institution is acceptable. The letter should list the student's name, date of graduation, and field of study.
- For Minimum Qualifications requiring units in specific areas or classes, applicants MUST submit transcripts.

All education must be U.S. accredited (or verified equivalent). The Employment Services Division verifies the accreditation of colleges and universities in the following ways:

- The U.S. Department of Education's database, which can be accessed at <http://ope.ed.gov/accreditation/>, to verify that accreditation is through one of the accrediting agencies recognized by the U.S. Department of Education.
- The Employment Services Division also accepts education completed at institutions listed as members of International Association of Universities at <http://www.iau-aiu.net/content/institutions>.

Foreign and Other Non-U.S. accredited Colleges and Universities: Applicants who possess a degree or completed coursework that is not from a U.S. accredited (or verified equivalent) college or university, must submit one of the following:

- A written statement from a U.S. accredited college or university that states that the applicant is qualified for entrance to a program of graduate studies in which one of the fields stated in the minimum qualifications is required for entrance to that program.
- An evaluation of the applicant's degree and coursework equivalency by a private organization that provides foreign credential evaluation services. The evaluation must include a comparison of comparable U.S. courses for content, credit and grade.

Note: Foreign language documents must include a precise word-for-word English translation of all foreign language documents. It is the responsibility of each applicant to prove to the satisfaction of the County of Sacramento that the applicant meets the specific requirements listed on the job announcement for each specific examination.

For further information, please contact a certified private evaluation organization. The County of Sacramento does not endorse any of these business entities, but a list has been developed for informational purposes only (below). Fees and processing times vary.

Foreign Records Evaluation Services

EDUCATIONAL RECORDS EVALUATION SERVICE

601 University Ave., Suite 127

Sacramento, CA 95825 (916) 921-0790 www.eres.com

FOREIGN EDUCATION DOCUMENT SERVICE

P.O. Box 151739

San Diego, CA 92175 (619) 265-5810 www.document-service.org

CENTER FOR APPLIED RESEARCH, EVALUATION & EDUCATION, INC.

P.O. Box 18358

Anaheim, CA 92817 (714) 237-9272 www.iescaree.com

GLOBAL SERVICES ASSOCIATES, INC.

409 North Pacific Coast Highway, # 393

Redondo Beach, CA 90277 (310) 828-5709 www.globaleval.org

INTERNATIONAL EDUCATION RESEARCH FOUNDATION CREDENTIALS EVALUATION SERVICE

P.O. Box 3665

Culver City, CA 90231-3665 (310) 258-9451 www.ierf.org