Administrative
Services
Letter

09-10

Procedures for Verifying Educational Requirements

Signed By	/s/ Marie Stephans, Chief Administrative Services Division	Number	09-10
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Guide Section	Human Resources	Reference	

This Administrative Services Letter (ASL) regarding the Procedures for Verifying Educational Requirements provides detailed information on the Air Resources Board's procedures for verifying required degrees or licensing requirements prior to appointing individuals to classifications that contain these requirements in the Minimum Qualifications.

Any questions regarding this ASL should be directed to your Human Resources Personnel Specialist.

PROCEDURES FOR VERIFYING EDUCATIONAL REQUIREMENTS

Air Resources Board
Administrative Services Division
Human Resources Branch

Background

Many of the classifications we hire for at the Air Resources Board (ARB) have educational or licensing requirements contained within the Minimum Qualifications (MQ). In addition, advanced degrees and special licenses can affect placement into specific ranges within a classification. Although the Exam Unit reviews all applications to ensure they contain the required experience or education prior to admitting a candidate to an exam, educational or licensing requirements are not verified until the hiring process.

Supervisor's Role

Job announcements for positions that have an educational requirement shall have a statement requiring the candidate to submit proof of their degree with their application for employment. This can be in the form of either final transcripts or a copy of the diploma.

New to State/List Appointments/Transfers

The hiring supervisor is responsible for obtaining proof of any educational or licensing requirement necessary to meet the MQs for the position. When a hiring supervisor is interested in hiring a prospective candidate, they should submit a copy of the application and the educational or licensing verification to the personnel analyst in the Human Resources Branch (HRB) to determine eligibility.

When education or a special license is required, the candidate cannot be appointed until the appropriate documents are received by HRB. Upon hire, any applicable verifying documents will be placed in the official personnel file.

Bar Membership

The Chief Counsel's approval of the annual payment for California Bar dues will serve as verification of bar membership.

Human Resources Role

Once the personnel analyst receives the education or licensing documentation, they will verify it supports the information the candidate listed on their application. This information can also be used to certify the appropriate range where the individual should be placed.

If the degree is from an institution outside the United States, the analyst should check the "International Universities & Colleges" to ensure it is from an accredited school. If the institution is not listed, the prospective candidate shall be required to have a degree evaluation completed in order to be considered for employment. The cost of the degree evaluation will be paid by the candidate.