

Tips for Equivalency Applicants *(or whatever we will call this)*

Before applying for equivalency, please review:

- the KCCCD equivalency instructions: <https://www.kccd.edu/human-resources/faculty-minimum-qualifications-equivalency-process>
- the BC equivalency Procedures: <https://committees.kccd.edu/bc/committee/equivalency>

Please note that:

- equivalency enables an approved applicant to teach all courses in that field/prefix (*need to wordsmith that*)
- equivalency is not an assessment of if an applicant is capable of teaching but rather if an applicant has completed coursework or professional work equivalent to the minimum qualifications.
- work experience is only considered for equivalency in CTE areas; otherwise graduate level coursework is generally required to receive equivalency.

Please submit:

- KCCCD Application for equivalency: <http://pa-hrsuite-production.s3.amazonaws.com/648/docs/391536.pdf>
- the min qual degree (see min qual handbook: <https://www.cccco.edu/About-Us/Chancellors-Office/Divisions/Educational-Services-and-Support/What-we-do/Educational-Programs-and-Professional-Development/Minimum-Qualifications>)
- If applying by degree equivalency please include:
 - Your transcripts
 - Comparison of your degree program to a degree program that meets min qual
- If applying by academic background please include:
 - Your transcripts showing 30+ semester units of graduate level coursework in that field
 - Comparison of your coursework to a degree program that meets min quals
- If applying by work experience (usually only for CTE) or eminence (rarely granted) please include:
 - Artistic portfolio
 - Certificates, transcripts, other documents
 - Detailed work history with references