

**2-YR EDUCATION EQUIVALENCY JUSTIFICATION DOCUMENT (Example of Completed Form)**

Name of Employee Bob Smith

<b>Training/Coursework Equivalent<sup>1</sup></b>	<b>Required Classroom Contact Hours</b>	<b>Date of Activity</b>	<b>Organization Name/Location</b>	<b>Title of Training/Coursework<sup>2</sup></b>	<b>Description of Experience<sup>3</sup></b>	<b>Course Credit QTR (Q)/Semester(S) or Actual CC Training Hours(T) or Work Hours(W)<sup>4</sup></b>	<b>Earned Contact Classroom Hours<sup>5</sup></b>
English		9/1999 – 12/1999	Smith Community College, Seattle, WA	English Composition 1		3 (Q)	30
		1/2000 – 3/2000	Smith Community College, Seattle, WA	English Composition 2		3 (Q)	30
<b>Total Required Contact Classroom Hours</b>	<b>60</b>				<b>Total Classroom Contact Hours</b>		<b>60</b>
Surveying		9/1999 – 1/2000	Smith Community College, Seattle, WA	Surveying 1, included Plane, Route and Construction Surveying	Worked as a lead surveyor. I operated a theodolite, electronic distance measuring unit, Total Station and transit. Set road layout stakes, including slope, grade and centerline.	5 (Q)	50
		3/1996 – 9/1997	Parkway Engineering Firm, Boise, ID	Construction Surveying		360 (W)	60
		3/1996 – 9/1997	Parkway Engineering Firm, Boise, ID	Mapping and Platting	Performed land line surveys including mapping and platting.	180 (W)	30
<b>Total Required Contact Classroom Hours</b>	<b>90</b>				<b>Total Classroom Contact Hours</b>		<b>140</b>
Mathematics		3/1996 – 9/1998	Parkway Engineering Firm, Boise, ID	Trigonometry, Algebra, Geometry	Performed engineering calculations for slope stakes, road design and property line locations.	360 (W)	60
		9/1999 – 12/1999	Smith Community College, Seattle, WA	College Algebra		4 (Q)	40
		3/2000 – 6/2000	Smith Community College, Seattle, WA	Calculus 1		4 (Q)	40
<b>Total Required Contact Classroom Hours</b>	<b>120</b>				<b>Total Classroom Contact Hours</b>		<b>140</b>

<b>Training/Coursework Equivalent<sup>1</sup></b>	<b>Required Classroom Contact Hours</b>	<b>Date of Activity</b>	<b>Organization Name/Location</b>	<b>Title of Training/Coursework<sup>2</sup></b>	<b>Description of Experience<sup>3</sup></b>	<b>Course Credit QTR (Q)/Semester(S) or Actual CC Training Hours(T) or Work Hours(W)<sup>4</sup></b>	<b>Earned Contact Classroom Hours<sup>5</sup></b>
CAD/Drafting		6/1995 – 9/1995	Oregon State University, Corvallis, OR	Computer Aided Drafting 1		3 (Q)	30
		9/2001– 2/2002	Smith Community College, Seattle, WA	Computer Aided Drafting 2		3 (Q)	30
		3/1996 – 9/1998	Parkway Engineering Firm, Boise, ID	CAD/Drafting	Developed computer aided drawings for road projects and property subdivisions.	360 (W)	60
<b>Total Required Contact Classroom Hours</b>	<b>90</b>	<b>Total Classroom Contact Hours</b>					<b>120</b>
Soils/Construction Materials or Materials Technology		3/1990 – 3/1994	US Army, Fort Benning, GA	Soils Lab	Worked as a lab technician in the Fort Benning Materials Lab. Performed soil compaction and moisture density and sieve analysis testing.	360 (W)	60
		3/1990 – 3/1994	US Army, Fort Benning, GA	Soils	Performed AASTO tests on concrete, asphalt, and soils for runways/roads and buildings.	360 (W)	60
<b>Total Required Contact Classroom Hours</b>	<b>60</b>	<b>Total Classroom Contact Hours</b>					<b>120</b>
Strength of Materials		1/2005 – 3/2005	Douglas Community College, Roseburg, OR	Strength of Materials		4 (Q)	40
<b>Total Required Contact Classroom Hours</b>	<b>40</b>	<b>Total Classroom Contact Hours</b>					<b>40</b>
Statics		1/2006-3/2006	Douglas Community College, Roseburg, OR	Statics		4 (Q)	40
<b>Total Required Contact Classroom Hours</b>	<b>40</b>	<b>Total Classroom Contact Hours</b>					<b>40</b>
Applied Physics/Chemistry		1/1999-3/1999	Smith Community College, Seattle, WA	Chemistry		4 (Q)	40
		9/2005-12/2005	Douglas Community College, Roseburg, OR	Physical Science		4 (Q)	40
<b>Total Required Contact Classroom Hours</b>	<b>60</b>	<b>Total Classroom Contact Hours</b>					<b>80</b>

<b>Training/Coursework Equivalent<sup>1</sup></b>	<b>Required Classroom Contact Hours</b>	<b>Date of Activity</b>	<b>Organization Name/Location</b>	<b>Title of Training/Coursework<sup>2</sup></b>	<b>Description of Experience<sup>3</sup></b>	<b>Course Credit QTR (Q)/Semester(S) or Actual CC Training Hours(T) or Work Hours(W)<sup>4</sup></b>	<b>Earned Contact Classroom Hours<sup>5</sup></b>
Technical (Engineering) Classes		1/2004	BLM, Roseburg, OR	9100-1 – Basic Construction Inspection		40 (T)	40
		1/2005	BLM, Roseburg, OR	9100-2 – Intermediate Construction Inspection		40 (T)	40
		3/2005	International Conference of Building Officials (ICBO) classes-Roseburg, OR	- Load Path and Continuity in Engineered Wood-frame Buildings		20 (T)	20
		8/2005	International Conference of Building Officials (ICBO) classes-Roseburg, OR	Openings in Fire-Resistive Barriers		20 (T)	20
		11/2005	International Conference of Building Officials (ICBO) classes-Roseburg, OR	- Americans with Disabilities Act Construction		20 (T)	20
		2/2006	International Conference of Building Officials (ICBO) classes-Roseburg, OR	- UBC Earthquake Regulations		20 (T)	20
<b>Total Required Contact Classroom Hours</b>	150	<b>Total Classroom Contact Hours</b>					160
Other Engineering Related Training or Elective Coursework. Maximum 80 contact hours can be substituted for general electives.		9/1999 – 2/2001	Smith Community College, Seattle, WA	Economics		3 (Q)	30
		6/2000 – 8/2000	Smith Community College, Seattle, WA	Humanities		3 (Q)	30
		3/1990 – 3/1994	US Army	Electrical Basics	Worked at various locations during my military period constructing electronic surveillance structures including the installation of electrical and mechanical components.	360 (W)	60
		3/1990-3/1994	US Army	Mechanical Basics		360 (W)	60
		3/1996	Parkway Engineering Firm, Boise, ID	Compaction testing with nuclear gauge		16 (T)	16
		6/1996	Parkway Engineering Firm, Boise, ID	Supervision		40 (T)	40
		9/1997	Parkway Engineering Firm, Boise, ID	Scaffold Construction		24 (T)	24
		11/1997	Parkway Engineering Firm, Boise, ID	Formwork Design		16 (T)	16
		3/1998	Parkway Engineering Firm, Boise, ID	OSHA		40 (T)	40

Training/Coursework Equivalent <sup>1</sup>	Required Classroom Contact Hours	Date of Activity	Organization Name/Location	Title of Training/Coursework <sup>2</sup>	Description of Experience <sup>3</sup>	Course Credit QTR (Q)/Semester(S) or Actual CC Training Hours(T) or Work Hours(W) <sup>4</sup>	Earned Contact Classroom Hours <sup>5</sup>
Other Engineering Related Training or Elective Coursework. Maximum 80 contact hours can be substituted for general electives. (Continued)		1/1995 – 1/1996	Shockey Home Builders, Omaha, Nebraska	Cost Estimating	Worked for Shockey Home Builders as a cost estimator. In addition to being involved in all aspects of cost estimating for housing construction. Developed cost proposals for owners and coordinated/prepared/negotiated estimates for modifications during construction.	120 (W)	20
Total Required Contact Classroom Hours	270				Total Classroom Contact Hours		336
<b>Grand Total Required Classroom Contact Hours</b>	980				<b>Grand Total Classroom Contact Hours</b>		1236

The information listed above is true and correct and the incumbent has met all educational requirements for education Equivalency for two year Associates of Applied Sciences degree in Civil Engineering Technology. Certificates are attached for all training (non-college coursework) listed above.

Recommending Official \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_  
District Engineer or Manager Responsible for Engineering Function

Approving Official \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_  
State Engineer

<sup>1</sup> See 2-YR Education Equivalency Document for required Training/Coursework.

<sup>2</sup> Specify the titles (names) of training and coursework that is substituted for the education requirements. Required for every entry.

<sup>3</sup> Only required when justifying equivalent experience for training/coursework.

<sup>4</sup> 1 Quarter/Term credit = 10 contact classroom (cc) hours

1 Semester credit = 15 contact classroom (cc) hours

1 Actual training hour = 1 contact classroom (CC)

1 contact classroom (cc) hour = 6 work experience hours (On-the-Job Training)

<sup>5</sup> 60 contact classroom hours is the maximum allowed experience substitution for any one equivalent course.

120 contact classroom hours is the maximum allowed for any one subject matter.

---