

2-YR EDUCATION EQUIVALENCY JUSTIFICATION DOCUMENT

Name of Employee _____

Training/Coursework Equivalent¹	Required Classroom Contact Hours	Date of Activity	Organization Name/Location	Title of Training/Coursework²	Description of Experience³	Course Credit QTR (Q)/Semester(S) or Actual CC Training Hours(T) or Work Hours(W)⁴	Earned Contact Classroom Hours⁵
English							
Total Required Contact Classroom Hours	60				Total Classroom Contact Hours		
Surveying							
Total Required Contact Classroom Hours	90				Total Classroom Contact Hours		
Mathematics							
Total Required Contact Classroom Hours	120				Total Classroom Contact Hours		
CAD/Drafting							
Total Required Contact Classroom Hours	90				Total Classroom Contact Hours		

Training/Coursework Equivalent¹	Required Classroom Contact Hours	Date of Activity	Organization Name/Location	Title of Training/Coursework²	Description of Experience³	Course Credit QTR (Q)/Semester(S) or Actual CC Training Hours(T) or Work Hours(W)⁴	Earned Contact Classroom Hours⁵
Soils/Construction Materials or Materials Technology							
Total Required Contact Classroom Hours	60				Total Classroom Contact Hours		
Strength of Materials							
Total Required Contact Classroom Hours	40				Total Classroom Contact Hours		
Statics							
Total Required Contact Classroom Hours	40				Total Classroom Contact Hours		
Applied Physics/Chemistry							

Total Required Contact Classroom Hours	60				Total Classroom Contact Hours		
Training/Coursework Equivalent¹	Required Classroom Contact Hours	Date of Activity	Organization Name/Location	Title of Training/Coursework²	Description of Experience³	Course Credit QTR (Q)/Semester(S) or Actual CC Training Hours(T) or Work Hours(W)⁴	Earned Contact Classroom Hours⁵
Technical (Engineering) Classes							
Total Required Contact Classroom Hours	150				Total Classroom Contact Hours		
Other Engineering Related Training or Elective Coursework. Maximum 80 contact hours can be substituted for general electives.							
Total Required Contact Classroom Hours	270				Total Classroom Contact Hours		
Grand Total Required Classroom Contact Hours	980				Grand Total Classroom Contact Hours		

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 course work) listed above.

Recommending Official _____ Date _____
District Engineer or Manager Responsible for Engineering Function

Approving Official _____ Date _____
State Engineer

¹ See 2-YR Education Equivalency Document for required Training/Coursework.
² Specify the titles (names) of training and coursework that is substituted for the education requirements. Required for every entry.
³ Only required when justifying equivalent experience for training/coursework.

⁴ 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)

⁵ 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.
