



# COUNTY OF LOS ANGELES DEPARTMENT OF HUMAN RESOURCES

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**LISA M. GARRETT**  
DIRECTOR OF PERSONNEL

December 3, 2013

To: Each Department Head

From: Lisa M. Garrett   
Director of Personnel

Subject: **REVISION TO PPG 123 – ACCREDITED COLLEGE EDUCATION**

Attached is the revised Countywide Policies, Procedures and Guidelines (PPG) No. 123 – *Accredited College Education*, previously reviewed and issued by the Department of Human Resources (DHR) on March 31, 2008. Revisions to the policy include updated information on the accreditation process and an updated Resource Guide listing accreditation agencies, organizations, and publications recognized by the County in qualifying required education in Civil Service examinations.

Please place the attached PPG in the respective tabs of the Human Resources Management System Manual and remove the outdated PPG. Your Departmental Human Resources Manager will also receive a copy of this memorandum and attachment for inclusion in the department's master copy of the PPG Manual and for distribution within your department. The revised policy may also be found on the DHR website at <http://dhr.mylacounty.info/>.

Should you have any questions, please contact me at (213) 974-2406 or your staff may contact Henry Lucio, Principal Analyst, of my staff, at (213) 639-6386.

LMG:SKT:EP  
JAWT:hl

Attachment

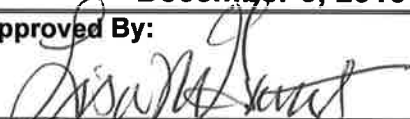
c: Chief Deputies  
Administrative Deputies  
Departmental Human Resources Managers

S/PMPD/LMG Memo PPG 123 (12.3.13)

*To Enrich Lives Through Effective and Caring Service*



*County of Los Angeles*  
*Department of Human Resources*  
**POLICIES, PROCEDURES AND GUIDELINES**

<b>Subject:</b>  <b>ACCREDITED COLLEGE EDUCATION</b>	<b>Policy Number:</b> <b>123</b>	<b>Pages:</b> <b>4</b>
	<b>Effective Date:</b> <b>December 3, 2013</b>	
	<b>Approved By:</b> 	

## **POLICY**

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Education and degrees must be successfully completed at accredited institutions to be accepted as meeting Civil Service examination filing requirements. To qualify candidates for County examinations, examining staff shall accept education and degrees from an institution that is recognized by a regional, national, or international accrediting agency as proof that the college or university is accredited.

## **GUIDELINES**

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This policy applies to all County of Los Angeles class specifications and examinations requiring completion of college or university course work, or attainment of a degree.

Accredited institutions are those listed in the publications of regional, national, or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as *American Universities and Colleges* and *International Handbook of Universities* are acceptable references. Please note that there may be institutions that are accredited after publication of the above-referenced manuals; therefore, it is advisable that exam analysts conduct further research, if necessary, to determine the status of institutions. Also acceptable are degrees that have been evaluated and deemed to be equivalent of degrees for United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services (NACES) or the Association of International Credential Evaluators, Inc. (AICE).

When minimum requirements, selection requirements, or desirable qualifications include education requirements, bulletins should specify the level of education (e.g., Associate's degree, Bachelor's degree, Master's degree, Doctorate degree, Juris Doctorate, etc.).

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Candidates are responsible for providing complete and accurate records of required education to clearly show that they meet the educational requirements at the time of filing, during the examination process and/or prior to appointment, as stated in the bulletin. The following is acceptable documentation from accredited institutions to verify that candidates have received the required education:

- Official college transcript in a sealed envelope or copies thereof
- Official verification stating that the required course work was completed
- Copy of diploma or certificate (presentation of original diploma or certificate will be required prior to appointment)
- Verification of graduation bearing an official seal
- Document from an approved academic credential evaluation agency recognized by the Department of Human Resources
- Notarized copy of educational records
- Official translation of degrees and/or transcripts in English from an agency endorsed by regional, national, or international academic credential accrediting agencies.

For exams that require completion of specific college courses, the bulletin should state that applicants must submit college transcripts to confirm completion of the required number of semester or quarter units of the course work.

For exams that require a specific degree, the bulletin should state that an applicant should provide a copy of his/her diploma or college and/or university transcripts that clearly indicates the degree was conferred.

### **Online Education Degrees**

Examining staff should accept education and degrees from an institution that administers online education, only if that institution is recognized as an accredited institution in accordance with the aforementioned guidelines.

### **Bulletin Language**

The following language must be included in the Requirement Information of the job bulletin whenever education requirements from an accredited college or university appear in the Minimum and/or Selection Requirements, and/or Desirable Qualifications:

Accredited institutions are those listed in the publications of regional, national, or international accrediting agencies, which are accepted by the Department of Human Resources (DHR). Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National

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Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc.

## **PROCEDURES**

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Departmental human resources staff (Exams, Operations, and/or Background Unit) is responsible for reviewing educational information submitted by applicants at the time of filing, during the examination process and/or prior to appointment. This may include:

1. Interpreting specific educational requirements for County classes, which may require consultation with the Chief Executive Office, Classification Division
2. Reviewing official copies of the candidate's diploma, transcripts or letter of graduation from the college or university
3. Verifying that relevant course work and/or degrees are completed from accredited institutions
4. Verifying that required course work or degrees have been evaluated and deemed to be equivalent of degrees conferred by United States accredited institutions by an academic credential evaluation agency recognized by NACES or AICE
5. Verifying the candidate's education with the registrar of the college or university
6. Implementing appropriate standards and screening procedures for reviewing educational requirements.
7. Researching educational institutions that may have been accredited after publication of the above-referenced manuals.
8. Maintaining copies of the candidate's records in the individual's personnel file, and recording the date and name of the person reviewing the original documents of the candidate's records.

Any questions regarding this policy may be directed to the Department of Human Resources, HR Departmental Support Division at (213) 351-8945.

## **AUTHORITY**

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Appendix 1 of Title 5 of the Los Angeles County Code, Civil Service Rules 6.01, 6.04, 7.08, 11.04 and 11.05.

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**DATE ISSUED/REVIEW DATE**

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Original Issue Date: March 26, 1999

Review Date: March 31, 2008

Review Date: June 28, 2013

Review Date: December 3, 2013