

How to Verify Education Requirements

EDUCATION

Many employment positions with the City and County of San Francisco require that an applicant have achieved a certain level of formal education. High school graduation or a college degree are common requirements. Applicants may be required to submit documents to show that they have achieved either a high school diploma or a college degree. Some jobs may require additional proof of education. Review the job announcement for specific requirements.

It is the responsibility of the applicant to prove to the Department of Human Resources that the applicant meets the specific education requirements listed on the announcement for a specific examination.

Documentation for High School Diploma:

Applicants may verify completion of high school or its equivalent by presenting the Department of Human Resources with one of the following:

- A High School diploma or a transcript showing high school graduation. In place of a diploma or transcript a letter from a school official on school letterhead stationery indicating high school graduation and date is acceptable as proof of high school completion.
- GED (General Education Development) verification: The applicant must present verification of GED final scores. Each score must be at least 35. All five scores together must average 45 or more.
For information contact the California Department of Education GED Office at (800) 331-6316. www.cde.ca.gov/ged

- CHSPE (California High School Proficiency Examination): called "Certificate of Proficiency" is legally equivalent to a high school diploma. For information contact California Proficiency Testing at (916) 525-2611. www.chspe.com

Documentation for College Degree:

A photocopy of a college transcript or diploma may be required. To be acceptable, college degrees must have been received from accredited schools or from schools that meet accreditation standards.

STATEMENT OF POLICY: ACCREDITATION OF COLLEGES AND UNIVERSITIES

For the purpose of meeting application examination requirements, the Department of Human Resources recognizes degrees from colleges and universities that are accredited by one of the following:

Western Association of Schools and Colleges
www.wascweb.org

New England Association of Schools and Colleges
www.neasc.org

Middle States Association of Colleges and Schools
www.msache.org

North Central Association of Colleges and Schools
www.ncahigherlearningcommission.org

Northwest Association of Schools, Colleges and Universities
www.nwccu.org

Southern Association of Colleges and Schools
www.sacscoc.org

Check the above websites to confirm that your school is accredited.

In addition, for some professional employment positions a school program may be required to be recognized by a specific professional association.

Foreign and Non-Accredited Schools

Applicants who possess a degree from a college or university that is not accredited as described may avail themselves of either of two remedies:

1. Applicants may submit their education documents to any accredited American graduate school which offers advanced training in the field of study required or implied by terms of the announcement of the examination. From that accredited institution applicants must obtain a written statement that their educational background qualifies them for entrance to a program of graduate studies. Such statement should accompany the application for examination by the Department of Human Resources.

2. Alternatively, applicants may apply, for a fee, to a private education evaluation organization recognized by the National Association of Credential Evaluation Services (NACES) for a statement of bachelor degree equivalency.

The following is a list of private organizations prepared by NACES that evaluate foreign educational credits for employment and other purposes. All charge a fee based on the extent of the education to be evaluated. The list is provided for general information and may not be all-inclusive. The CCSF Department of Human Resources does not endorse any particular service.

Center for Applied Research Evaluation & Education
P.O. Box 20348
Long Beach, CA 90801
562-430-1105
FAX: 562-430-8215

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Educational Credential Evaluators, Inc.
P.O. Box 92970
Milwaukee, WI 53202-0970
414-289-3400
Fax: 414-289-3411
e-mail: eval@ece.org

Educational Records Evaluation Services, Inc.
777 Campus Commons Road
Suite 200
Sacramento, CA 95825-8309
916-565-7475
Fax: 916-565-7476
e-mail: edu@eres.com

Evaluation Services, Inc.
P.O. Box 1455
Albany, NY 12201
518-672-4522
Fax: 518-672-4877
e-mail: esi@capital.net

Foreign Academic Credential Services, Inc.
P.O. Box 400
Glen Carbon, IL 62034
618-288-1661

The Foreign Educational Document Service
P.O. Box 4091
Stockton, CA 95204
209-948-6589

International Education Research Foundation
P.O. Box 66940
Los Angeles, CA 90066
310-390-6276
Fax: 310-397-7086
e-mail: info@ierf.org

World Education Services, Inc.
P.O. Box 745
Old Chelsea Station
New York, NY 10113-0745
212-966-6311
Fax: 212-966-6395
e-mail: info@wes.org

P.O. Box 3665
Culver City, CA 90231
(310) 258-9451 EXT 100
FAX (310) 342-7086



City and County of San Francisco
Department of Human Resources
44 Gough Street
San Francisco, CA 94103
(415) 557-4800

Applicant Information:

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All information contained in this pamphlet is subject to change.

DEPARTMENT OF
**HUMAN
RESOURCES**
CITY & COUNTY OF  SAN FRANCISCO

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