

EDUCATIONAL REQUIREMENTS

Many of AQMD's positions require candidates to either possess a degree or a specific number of units from an accredited US college or university. Job applicants must submit acceptable documentation of all degrees/education claimed on their application, as follows, by the date specified on the job posting.

What Constitutes Acceptable Documentation that You Possess Education Claimed?

Acceptable documentation consists of original, official transcript(s) listing all courses, grades, and degrees of qualifying education claimed. Original, official transcript(s) must be mailed directly to AQMD, in an unopened envelope, by the accredited U.S. college(s) or university(ies) granting the degree/qualifying units as follows:

AQMD
ATTN: HR-Transcripts Department
RE: Include the name of the position you are applying for here
21865 Copley Drive
Diamond Bar, CA 91765-4178

NOTE: If you have had your original, official transcript(s) mailed to us for a prior recruitment, you do not need to have that information resent; however, please be sure to indicate this on your on-line application (this question is asked in the agency-wide section of the application).

If your original, official transcript(s) is not on file with us, your name cannot be forwarded to hiring managers for consideration when we get to that part of the selection process – even if you are otherwise successful in the process and eligible for appointment. Therefore, to avoid any last minute delays in your ability to be considered, please request your transcripts immediately.

Foreign Degrees

Transcripts issued outside the United States of America require a course-by-course analysis with an equivalency statement from a certified transcript evaluation service verifying the degree equivalency to that of an accredited institution within the USA. College units/degrees earned in a foreign country may be accepted only under the following conditions:

- If you submit a complete copy of your out-of-country undergraduate transcript, AND an original, official copy of formal evaluation of that degree for U.S. equivalency from an agency certified to perform such services. (See the information below on some of the agencies certified to perform this evaluation.) Your original evaluation for equivalency will be returned to you after we review it.

- OR -

- If you were admitted to a graduate program at an accredited US college or university, and that institution sends us directly an unopened, original, official transcript of your graduate coursework AND you submit a complete copy of your out-of country undergraduate transcript, then these two documents will constitute evidence that your out-of-country degree was formally evaluated for equivalency.

FOREIGN DEGREE EVALUATION SERVICES

Below are some of the companies certified by the National Association of Credential Evaluation Services (NACES) at www.naces.org to provide evaluation services. We do not recommend any particular company and some can provide this evaluation in as little as two weeks. Costs of translation and/or evaluation of credentials vary and are the responsibility of the applicant.

Foreign Academic Credentials Services (FACS) email: facs@aol.com website: www.facsusa.com	Educational Credential Evaluators, Inc. (ECE) email: eval@ece.org website: www.ece.org
Josef Silny & Associates (JS&A) e-Mail: info@silny.com website: www.jsilny.com	International Education Research Foundation (IERF) email: info@ierf.org website: www.ierf.org
World Education Services, Inc. email: info@wes.org website: www.wes.org	Global Services Associates (GSA) email: info@globaleval.org website: www.globaleval.org
Academic Evaluation Services, Inc. email: info@aes-edu.org website: www.aes-edu.org	Center for Applied Research, Evaluations, & Education, Inc. email: eval_caree@yahoo.com website: www.iescaree.com

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