



**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT
FACULTY MINIMUM QUALIFICATIONS UNDER EQUIVALENCY PROCESS
CHECKLIST AND COVERSHEET FOR VOCATIONAL DISCIPLINES ONLY.**

APPLICANT NAME _____ DISCIPLINE _____

- ☐ **COMPLETED CHECKLIST AND COVERSHEET FOR VOCATIONAL DISCIPLINES AND ALL OTHER APPLICABLE FORMS FOR EQUIVALENCY FOUND AT OUR WEBSITE.**

http://www.vvc.edu/offices/human_resources/faculty-equivalency-qualifications.shtml

- ☐ **COMPLETED VVC DISTRICT NEOGOV APPLICATION:**

<http://agency.governmentjobs.com/vvc/>

- ☐ **STATEMENT OF INTRODUCTION & EQUIVALENCY BEING REQUESTED.**

This is your opportunity to tell the Equivalency Committee which discipline you are requesting equivalency for and why you feel your request should be approved.

- ☐ **LIST OF MINIMUM QUALIFICATIONS OF THE DISCIPLINE IN WHICH YOU ARE REQUESTING EQUIVALENCY AS LISTED BY THE CCCCCO.**

The link for the MQ handbook can be found here: [Minimum Qualifications | California Community Colleges Chancellor's Office \(cccco.edu\)](#)

A COPY OF ANY AND ALL TRANSCRIPTS YOU ARE USING IN ORDER TO QUALIFY YOUR REQUEST FOR EQUIVALENCY.

It is important to note that many of the disciplines the 'Handbook for Minimum Qualifications for Faculty and Administrators in California Community Colleges' utilize both graduate and undergraduate degrees to establish qualifications. All Credits for consideration must be from a regionally accredited institution.

- ☐ **PROFESSIONAL CERTIFICATIONS, LICENSES AND TRAININGS.**

Please provide copies of any certificates and/or licenses as well as certificate and license numbers.

- ☐ **EMPLOYMENT VERIFICATION FORMS FOR ALL YEARS OF EXPERIENCE BEING CONSIDERED FOR EQUIVALENCY.**

Please note that in order to be considered, experience must be at a professional level in the vocation itself. Time spent teaching the vocation does not count as vocational experience.