



NKYHEALTH
NORTHERN KENTUCKY HEALTH DEPARTMENT



Equivalency Guidelines

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A. Purpose of Guidelines

NKY Health uses equivalencies in determining whether a potential applicant meets the minimum education and experience factors resulting from the job analysis process.

For example, if a position posted requires a Bachelor's degree plus 2 years of experience, the following applicants could potentially meet the minimum education and experience requirements of the position:

- Masters degree and no experience in the field
- Bachelor's degree and 2 years of experience in the same field
- Associates degree and 4 years of experience in the same field
- 6 years of experience in the same field

The guidelines contained herein have been established to standardize and clarify equivalencies as interviewing supervisors determine which applicants are best qualified.

B. Goals

- To establish consistency, fairness, and equity in staffing and hiring across all divisions, units, and positions.
- To ensure the best qualified candidates are offered an opportunity to interview.

C. General Guidelines for Evaluating License/Certification Equivalencies

NKY Health does not recognize any licensure/certification equivalences. To be considered for employment, all applicants must meet license and/or certification requirements as specified in the job posting.

D. General Guidelines for Evaluating Education Equivalencies

All degrees must be attained from accredited educational institutions. The following are general guidelines for evaluating education equivalencies in determining whether applicants meet the minimum educational requirements for a posted position. The District Director of Health or her/his designee shall make specific determinations. Equivalencies will not be considered when a degree is needed to attain a required license or certification.

Post-Secondary:

Degree	Equivalent
Doctoral	Master's + 3 years of experience (See Section E)
ABD (all but dissertation)	Master's + 2 years of experience (See Section E)
JD (Juris Doctorate)	Master's + 1 year of experience (See Section E)
Master's	Bachelor's + 2 years of experience (See Section E)
Bachelor's	Associate's + 2 years of experience (See Section E)
Associate's	2 years of experience (See Section E)
Diploma/Certificate	1 year of experience for every 30 semester hours or 45 quarter hours required for diploma (See Section E)

Substitutions for a US High School Diploma:

- General Educational Development Certificate (GED)
- High School Equivalency Diploma (HSED)
- Certificate of completion for 12 years of education from a school outside the United States
- Homeschool diploma

E. General Guidelines for Calculating Years of Experience

The following are general guidelines for calculating years of experience. The District Director of Health or her/his designee shall make specific determinations.

The following experience is counted:

- Experience must be in the same field to be counted.
- Paid experience only is counted (no volunteer work, internships, etc.).
- No credit is given for partial years.

Credit is given as follows:

> 35 hours/week	100%
29-35 hours/week	75%
20-28 hours/week	50%
10-19 hours/week	25%
< 10 hours/week	0