

## SUBSTITUTIONS FOR MINIMUM QUALIFICATIONS

UNDERGRADUATE	
EDUCATION	WORK EXPERIENCE
0 - 14 Credit Hours	None
15 – 29 Credit Hours	6 Months (0.5 Year)
30 to 44 Credit Hours	12 Months (1 Year)
45 to 59 Credit Hours	18 Months (1.5 Years)
60 – 74 Credit Hours	24 Months (2 Years)
75 – 89 Credit Hours	30 Months (2.5 Years)
90-104 Credit Hours	36 Months (3 Years)
105 – 119 Credit Hours	42 Months (3.5 Years)
120 Credit Hours	48 Months (4 Years)

GRADUATE	
EDUCATION	WORK EXPERIENCE
0 – 8 Credit Hours	None
9 – 17 Credit Hours	6 Months (0.5 Year)
18 - 26 Credit Hours	12 Months (1 Year)
27 - 35 Credit Hours	18 Months (1.5 Years)
36 - 53 Credit Hours Master’s Degree	24 Months (2 Years)
54 Credit Hours (Doctorate)	36 Months (3 Years)

VOCATIONAL, TECHNICAL, BUSINESS SCHOOL	
EDUCATION	WORK EXPERIENCE
0 – 299 Clock Hours	None
300 – 599 Clock Hours	6 Months (0.5 Year)
600 - 899 Clock Hours	12 Months (1 Year)
900 – 1,199 Clock Hours	18 Months (1.5 Years)
1200 Clock Hours (60 Credit Hours)	24 Months (2 Years)

GENERAL GUIDELINES	
EDUCATION	WORK EXPERIENCE
Associate Degree	24 Months (2 Years)
Bachelor’s Degree	48 Months (4 Years)
Master’s Degree	24 Months (2 Years)
Doctoral Degree	36 Months (3 Years)

MAXIMUM SUBSTITUTION	
EDUCATION	WORK EXPERIENCE
1200 Clock Hours	24 Months (2 Years)
120 Undergraduate Credit Hours	48 Months (4 Years)
54 Graduate Credit Hours	36 Months (3 Years)
Doctoral Degree	36 Months (3 Years)

## SUBSTITUTIONS FOR MINIMUM QUALIFICATIONS

ADDITIONAL GUIDELINES
<ul style="list-style-type: none"><li>▪ Only one degree may be applied towards the experience requirement substitution.</li><li>▪ If a bachelor's degree in a specific discipline is required, then a master's or doctoral degree in an unrelated discipline will not substitute for the experience requirement.</li><li>▪ If a bachelor's degree in a specific discipline is required, then a master's or doctoral degree in that discipline will satisfy the education requirement.</li></ul>