

Minimum Qualification Conversion Table

TERM	EQUIVALENCY
1 course	See Below *
Associate core program	18 months experience
Undergraduate core program	2 years experience
Graduate core program	3 years experience
PhD core program	4 years experience
Ohio certified public manager program (OCPM)	5 Undergraduate courses in Business Administration/Management OR 3 Graduate courses in Public Administration/Management OR 13 ½ mos. experience in Public Administration/Management
Supervisory principles & techniques	Lead work (i.e., daily work direction & training)

* 1 course (5 credit hour quarter course or 3 credit hour semester course) = 3 mos. exp.

Credit Hours Worksheet

The credit hour worksheet is based on standard calculations used by colleges in evaluations of transfer credit for courses from other colleges. The calculation is used because courses may vary in the amount of credit awarded based on whether the course was taken at a college that operates on a semester schedule or one that operates on a quarter schedule.

In general, when an agency screens applications, the standard calculation applies (i.e., 1 course = 3 months experience). The Credit Hours Worksheet is effective when an agency performs a deeper level of evaluation (e.g., review of college transcripts) and desires a **specific** conversion of college course credit hours into experience relative to the MQ Conversion Table. The credit hour worksheet will give experience equivalencies regardless of semester/quarter differences.

Determining Experience Equivalency				
Credit hours	Multiply by	If course was taken on a QUARTER basis, multiply number of credits by .6 If course was taken on a SEMESTER basis, multiply number of credits by .9		Equivalent months of experience
	X		=	