**Exempt Professional Substitution Methodology and Explanation**

In instances where formal education that is related to the functions and work being performed may be used to substitute for experience requirement the following chart can be used to determine equivalency.

| **Highest Level of Education** | **Full-Time Years of Experience Equivalent** |
| --- | --- |
| **High School Diploma/GED** | 0 years |
| **Credits Attained but no Degree\*** | # credits attained\*/ 30 = years |
| **Associate's Degree** | 2 years |
| **Bachelor's Degree (unrelated)** | 3 years\*\* |
| **Bachelor's Degree (related or unspecified degree required)** | 4 years |
| **Master's Degree (15 graduate credits = 1 year related exp)\*** | 6 years |
| **Doctor of Philosophy** | 7 years |
| **Juris Doctorate** | 7 years |
| **Medical Doctorate** | 8 years |

\*duplicate/overlapping credits should not count twice toward related experience, consideration of credits may be based on course of study

\*\*Unrelated undergraduate degree + 1 year of related experience = equivalent of related bachelor’s degree

**The following is the substitution statement that may be included in exempt staff jobs if they allow substitution. In instances where substitution is authorized, substitution of additional education beyond the stated minimum to meet the minimum experience requirement and/or additional related experience beyond the stated minimum to meet the minimum educational requirement may occur.**

* + Except for qualifications established by law, additional related experience and formal education in which one has gained the knowledge, skills, and abilities required for full performance of the work of the job class may be substituted for the education or experience requirement on a year-for-year basis with 30 undergraduate college credits being equivalent to one year of related experience. In instances where specific education and/or experience is required only directly related education and/or experience may be substituted.