

Minimum Qualification Conversion Table

Revised 07/17/2025

TERM	EQUIVALENCY
1 course	See Below*
Career Technical Education from Accredited Program	6 months experience per each year completed
Associate core program	18 months experience
Undergraduate core program	2 years experience
Graduate core program	3 years experience
PhD core program	4 years experience
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		=	

Hours Worked Conversion Table

For candidates listing full-time hours, the Minimum Qualifications Conversion Table is sufficient to determine whether MQs are met. However, situations that require a more precise calculation may arise, i.e., when a candidate enters less than part-time hours on an application. In these cases, the standard formula of dividing the total hours by 173.33 (typical full-time monthly hours) can be used in order to determine the equivalent months of full-time experience. This formula, outlined below, provides a more detailed calculation that can be useful when figuring out part-time or irregular schedules.

Hours Worked to Full-Time Experience: Standard Formula

Step 1: Determine Total Hours Worked Per Month

Step 2: Divide by Full-Time Hours in a Month*

Step 3: Calculate the Total Number of Months Worked

Step 4: Multiply Hours in a Months (Step 2) by the Full-Time Equivalent per Month (Step 3)

*Full-time is typically calculated at 173.33 hours per month.

Example 1: Candidate works 20 hours per week for 6 months

Step	Calculation		
Step 1: Determine Total Hours Worked Per Month and multiply by 4.33.	20 hours per week × 4.33 weeks	=	86.6 hours per month
Step 2: Divide by Full-Time Hours in a Month**	86.6 hours ÷ 173.33	=	.50 months of full-time equivalent experience per month
Step 3: Calculate or Determine the Total Number of Months Worked			6 months
Step 4: Multiply Hours in a Months by the Full-Time Equivalent per Month	0.50 months × 6 months	=	3 months of full-time equivalent experience.

*4.33 weeks is calculated from 52 weeks divided by 12 months.

Example 2: Candidate works 10 hours per week for 17 months

Step	Calculation		
Step 1: Determine Total Hours Worked Per Month and multiply by 4.33.	10 hours per week × 4.33 weeks	=	43.3 hours per month
Step 2: Divide by Full-Time Hours in a Month**	43.3 hours ÷ 173.33	=	.25 months of full-time equivalent experience per month (rounded)
Step 3: Calculate or Determine the Total Number of Months Worked			17 months
Step 4: Multiply Hours in a Months by the Full-Time Equivalent per Month	0.25 months × 17 months	=	4.25 months of full-time equivalent experience.

*4.33 weeks is calculated from 52 weeks divided by 12 months.