

EMPLOYEE EDUCATIONAL DATA

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INSTRUCTIONS: Please complete **all** blocks on form **unless** High School is the highest education completed. If High School is the highest, **only** complete blocks 1, 5 and 8. In order to keep your education record up-to-date, be sure to notify the personnel office whenever you attain a higher level of education than the level you previously submitted.

LAST NAME, FIRST NAME, MIDDLE INITIAL OF EMPLOYEE	SSN	ORGANIZATION				
1) Insert the code in the box to the right which best represents the HIGHEST level of education you have attained.		EDUCATION CODE				
2) Instructional Program Studied	3) Total Number of Hours (four digits)	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; height: 20px;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> </tr> </table>				
4) Type of Credit Hours 1=semester 2=quarter	5) TYPE OF SCHOOL (B) Junior College (C) College or University (H) High School (S) Secretarial or Business (W) Vocational					
6) Major or Minor in Program Studied 1= Major (20 semester / 30 quarter or greater) 2= Minor	7) Name of academic institution where degree, certificate, or training received					
8) Insert in the box to the right the last two numbers in the year you attained your highest level of education	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; height: 20px;"></td> <td style="width: 50%;"></td> </tr> </table>					

For EDUCATIONAL CODES please see reverse side!

SIGNATURE _____ DATE _____

Note: If education level is higher than high school and all blocks are not complete, your education level will be defaulted with high school.

CODES	EDUCATION LEVEL	DEFINITION
00	NOT APPLICABLE	
01	No formal education or some elementary school, incomplete	Grades 1-8 or equivalent not completed
02	Elementary completed, no high school	Grade 8 or equivalent completed
03	Some high school, not completed	Grades 9-12
04	High School graduate or GED	
05	Terminal occupation program incomplete	Program extending beyond grade 12
06	Terminal occupation program-certificate of completion, diploma	Two levels are recognized: a. Technical/Semiprofessional b. Craftsman/Clerical
07	Some college, less than 1 year	Less than 30 semester hours or 45 quarter hours
08	1 Year college	30-59 semester hours or 45-89 quarter hours
09	2 Years college	60-89 semester hours or 90-134 quarter hours
10	Associates degree	2 year college degree
11	3 Years college	90-119 semester hours or 135-179 quarter hours
12	4 Years college	120 or more semester hours or 180 or more quarter hours no bachelor's degree
13	Bachelor's degree	Requires completion of at least 4, but no more than 5 years of academic work; includes bachelor's degree conferred in cooperative plan or program
14	Post bachelor's	Work beyond bachelor's degree but no additional higher degree
15	First professional degree	Completion of academic requirements for selected professions, which are based on programs requiring at least 2 academic years of previous college work for the entrance and a total of at least 6 academic years of college work
16	Post-first Professional	Work beyond the first professional degree but no additional higher degree
17	Master's degree	For liberal arts and sciences, granted upon completion of 1 or 2 academic years beyond bachelor's degree
18	Post master's	Work beyond master's degree, but no additional higher degree
19	Sixth-year	Advanced Certificate in Education Advanced Master of Education Advanced Specialist in Education Certificate of Advanced Study, Advanced degree in Education, Specialist in Education, Licentiate in Philosophy, Specialist in Guidance Counseling, Specialist in Art, Specialist in Science, Specialist in School Administration, Specialist in School Psychology, Licentiate in Sacred Theology
20	Post-sixth year	Work beyond the sixth year degree, but no additional higher degree
21	Doctorate Degree	Includes such degrees as Doctor of Education, Doctor of Juridical Science, Doctor of Public Health, and the Ph.D. in any field
22	Post-doctorate	Work beyond the doctorate