


<b>Approved by:</b> Juan Williams, Commissioner	<b>Policy Number:</b> 12-006 (Rev. 09/02/2022)
<b>Signature:</b> 	<b>Supersedes:</b> 11-004
<b>Application:</b> Executive Branch Agencies, Human Resource Officers	<b>Effective Date:</b> October 3, 2012
<b>Authority:</b> T.C.A. § 4-3-1703, T.C.A. § 8-30-104, T.C.A. § 8-30-301, T.C.A. § 8-30-303 and T.C.A. § 8-30-304	<b>Rule:</b> Chapter 1120-02

## Evaluation of Education Credentials

### Secondary Institutions

Applicants may qualify for employment in job classifications which require high school graduation only if they can submit proof of receipt of a high school diploma or High School Equivalency Testing (HiSET), as issued by the appropriate department of education. High school diploma requirements are set by the State Board of Education.

### Post Secondary Institutions

The Department of Human Resources relies on the following designated resources to determine whether a post secondary institution is appropriately accredited:

- The U.S. Department of Education's Office of Postsecondary Education provides an online institutional database of accredited postsecondary institutions that have been accredited by an accrediting agency or state approval agency recognized by the U.S. Secretary of Education.
- The Council for Higher Education Accreditation, a non-governmental coordinating agency for accreditation, is an association of approximately 3,000 degree-granting colleges and universities and recognized institutional and programmatic accrediting organizations.

The Department recognizes that there may be some quality post-secondary educational institutions and programs not listed in either of the databases referenced above. For example, an institution may have chosen not to seek accreditation through one of these recognized agencies. Although such institutions and programs may provide a quality education, the Department must, for practical reasons, rely on the databases enumerated above which list colleges or universities accredited.

A student-applicant may be considered for a position that requires an associate's or bachelor's degree, if the applicant will have received the degree by the official appointment date and is within one hundred-twenty (120) calendar days of graduation. If considered for appointment, the applicant must, by the official appointment date, submit proof of receiving the required degree, and demonstrating fulfillment

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of the minimum qualifications for the position. If the applicant does not obtain the degree within the required timeframe, the agency shall withdraw the job offer.

**Degrees Received Outside of the United States**

For education received from a college or university outside of the United States, an evaluation from a current member of the National Association of Credential Evaluation Services (NACES) will be required in order to determine equivalency of the curriculum.

Questions regarding this policy may be directed to the Recruiting Division.