

# EDUCATIONAL LEGITIMACY AND ACCREDITATION REVIEW FOR INDIVIDUAL APPOINTMENTS

(Reviewed as part of individual case review)

<b>Selectee:</b>	<b>Effective Date:</b>	<b>Nature of Action/NOAC:</b>
<b>Title, PP/Series/Grade:</b>		<b>Legal Authority/LAC:</b>
<b>Organization:</b>		<b>SF-52 or Request Date:</b>
<b>Announcement Open Date:</b>	<b>Announcement Close Date:</b>	
<b>Certificate Number:</b>	<b>Certificate Date:</b>	

**References:** [General Schedule Qualifications Standards](#); [Delegated Examining Operations Handbook](#); [Guide to Processing Personnel Actions](#)

**INSTRUCTIONS:** Use this worksheet to check the legitimacy and accreditation of educational institutions for individual appointments.

[Quick Link to "Case File Summary/Comments:"](#)

Y	N	Review Item	Comments
<b><i>Education was not required for this position, but education was substituted for experience:</i></b>			
		Employee meets educational substitution requirements.	
		Indicate what type of college transcript (an official or non-official) was submitted at the time of the initial application in the comment section.	
		Transcript (Official or non-official) includes the type of degree, year degree was obtained, title of courses, grades earned, and credit hours.	
		If the official college transcript was not submitted, application material includes a list of courses, grades earned, and semester/quarter credit hours.	
		Transcript verified as issued by an accredited educational institution, university, or college. Note: Be aware of transcripts issued by bogus schools and "diploma mills," which are non-qualifying for Federal employment. Diploma mills is a term used to describe non-traditional schools that are not accredited by accrediting institutions recognized by the Department of Education.	



# EDUCATIONAL LEGITIMACY AND ACCREDITATION REVIEW FOR INDIVIDUAL APPOINTMENTS

(Reviewed as part of individual case review)

Y	N	Review Item	Comments
		An official transcript was received by the time of appointment of the selected candidate.	
<b>Education was required for this position:</b>			
		Employee meets educational requirements.	
		Indicate what type of college transcript (an official or non-official) was submitted at the time of the initial application in the comment section.	
		Transcript (Official or non-official) includes the type of degree, year degree was obtained, title of courses, grades earned, and credit hours.	
		If the official college transcript was not submitted, application material includes a list of courses, grades earned, and semester/quarter credit hours.	
		Transcript verified as issued by an accredited educational institution, university, or college. Note: Be aware of transcripts issued by bogus schools and "diploma mills," which are non-qualifying for Federal employment. Diploma mills is a term used to describe non-traditional schools that are not accredited by accrediting institutions recognized by the Department of Education,	
		An official transcript was received by the time of appointment of the selected candidate.	
<b>Case File Summary/Comments:</b>			

**Reviewer/Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

