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

**References:** [General Schedule Qualifications Standards](https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/); [Delegated Examining Operations Handbook](https://www.opm.gov/policy-data-oversight/hiring-information/competitive-hiring/deo_handbook.pdf); [Guide to Processing Personnel Actions](https://www.opm.gov/policy-data-oversight/data-analysis-documentation/personnel-documentation/processing-personnel-actions/toc.pdf)

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

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

| **Y** | **N** | **Review Item** | **Comments** |
| --- | --- | --- | --- |
| ***Education was not required for this position, but education was substituted for experience:*** |
|  |  | 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. |  |
|  |  | An official transcript was received by the time of appointment of the selected candidate. |  |
| ***Education was required for this position:*** |
|  |  | 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. |  |
| Case File Summary/Comments: |

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| --- | --- |
| **Reviewer/Title:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |