



**Certificated Transcript/Experience Evaluation Worksheet**

NAME:	SSN:		
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**TRANSCRIPT**

School	Units	Semester Units Beyond Degree	Remarks
THRU			
THRU			
THRU			
<b>Total Degree + Units →</b>			

**COMPARABLE**

**ALLIED EXPERIENCE**

Dates of Service	FTE Year/Sem	Converted to FTE/Year	Dates of Service	FTE Year/Sem	Converted to FTE/Year
<b>Total →</b>		<b>/YR</b>	<b>Total →</b>		<b>/12 MO</b>

**Guidelines:**

1 Year for 1 Step  
 Maximum Placement Depending on Class  
 Minimum of 75% of Semester to Count

**Guidelines:**

2 Years for 1 Step  
 Within Past 10 Years  
 3-Year Minimum Credit=Maximum Placement on Step 4