



Equivalencies for Education and Experience Applying for a Position with Montgomery County Government (MCG)

In the Minimum Qualifications section of each MCG job posting, you will see information about “equivalency.” Generally, an equivalency is a minimum qualification that allows you to substitute experience for some education, or education for some experience in order to meet the required Minimum Qualifications. Unless education and experience equivalencies are specified in an individual job posting, the equivalencies stated below will apply.

Type of Substitution	How It Works
Substitution of experience for education	<ul style="list-style-type: none"> • One year of relevant experience may be substituted for each year of required education. For example, if a position requires a bachelor's degree and you have no college credits, you may substitute four years of relevant experience for the bachelor's degree. • One additional year of relevant experience may be substituted for a graduate degree. For example, if a position requires a master's degree and you have neither a bachelor's degree or master's degree, you may substitute five years of relevant experience for the required education.
Substitution of education for experience	<ul style="list-style-type: none"> • In general, when equating education and experience, 2.5 credit hours will be considered to be equivalent to one month of experience (one quarter hour equals 0.75 credit hours). • Unless otherwise specified, one year of relevant education at the undergraduate level may be substituted for one year of required experience. For example, if a position requires two years of experience, you may substitute 60 credits of relevant study toward a bachelor's degree for the two-year experience requirement. • You will be considered as having the equivalent of a degree if you have completed 120 credit hours with a major in a relevant field. • Credit for one year of experience will be given for each relevant degree above a bachelor's degree level (second or additional bachelor's, master's and/or doctoral degree).
Substitution of specialized training for education / experience	<ul style="list-style-type: none"> • You may substitute relevant specialized training completed in non-credit programs provided that the total classroom hours for each course can be documented and are supplied in your application. • Equivalency is on an hour-for-hour basis for relevant training. One full work year is considered to be equivalent to 2,080 hours. For example, if you have completed 1,040 hours of training for a certificate that applies to the job opening, you can substitute 6 months of education or experience.
Level of experience defined	<ul style="list-style-type: none"> • “Level of experience” refers to the minimum combination of education, experience and demonstrated knowledge, skills and abilities (KSA) needed to perform the job. • Any relevant or related work or volunteer experience that clearly demonstrates the required knowledge, skills and abilities as described in the job announcement will be considered unless there is no equivalency referenced. • A requirement to have performed the job or have met the preferred criteria, or to be deemed the best fit for the job, is not part of the minimum qualification process. • In some cases, you must show an upward progression of experience indicating increased complexity of duties and responsibilities within your current job, or from one job to the next, that demonstrates the required knowledge, skills and abilities as described in the job announcement.