

Extension Support Staff Work Credit

Please complete the following summary of your work experience (Section I) and educational background (Section II). Begin by listing your current position followed by all work experience related to your current position. Specify whether the experience is/was full-time or part-time. List related experience back to high school. Do not list jobs that are not related to your current position. Please follow the University guidelines below when counting work experience and completing Section I.

COUNTING EXPERIENCE

FULL – TIME:

- All experience must be in the same field to be counted.
- Paid experience only (no volunteer work).
- Internships are not counted if educational credit is earned.
- Paid internships may be counted as related experience.

PART – TIME:

- 35+ hours worked per week- Full credit
- 28-34 hours worked per week- 75% credit
- 18-27 hours worked per week- 50% credit
- 9-17 hours worked per week- 25% credit
- < 9 hours worked per week- No credit given

ON-CALL: Work counted as 20% of a month

Section I

Name:	County	District
Current position:	Date of hire:	
List major job responsibilities:		Time in this position yrs. ____ mo. ____ ____ hrs per week

Name of Employer:	Position Title:	Time in this position
List major job responsibilities:		yrs.____ mo.____ ____ hrs per week
Start date:	End date:	

Name of Employer:	Position Title:	Time in this position
List major job responsibilities:		yrs.____ mo.____ ____ hrs per week
Start date:	End date:	

Name of Employer:	Position Title:	Time in this position
List major job responsibilities:		yrs.____ mo.____ ____ hrs per week
Start date:	End date:	

(Copy page as needed for additional experience)

Please follow the guidelines below when counting educational background and completing Section II.

EDUCATION AND CREDIT HOURS

GS = Grade School 0 Years

HS = High School 0 Years

AA/AS = Associate Degree 2 Years of Experience

BA/BS = Bachelors Degree 4 Years of Experience

MA/MS = Masters Degree 6 Years of Experience

If you had college hours but did not complete a degree, use the following guide to assign credit.

Undergraduate Credit Hours: Six months of experience is given for 15 credit hours earned towards undergraduate work; one year of experience is given for 30 credit hours earned towards undergraduate work, etc. [Ex: 90 hours earned is equal to three years of experience].

Graduate Credit Hours: Six months of experience is given for nine credit hours earned towards graduate work; one year of experience is given for 18 credit hours earned towards graduate degree. No additional months of experience are given past 18 additional months towards a graduate degree until the degree is complete. [Ex: An applicant cannot get two years of credit for a Master's degree until the degree is complete no matter how many hours have been earned.]

Section II

List formal education beyond high school that you **had at the time you were hired**:

___ AA/AS = Associate Degree = 2 Years of Experience

___ BA/BS = Bachelors Degree = 4 Years of Experience

___ MA/MS = Masters Degree = 6 Years of Experience

If you did not earn a degree but have college credit hours list below.

___ hours of undergraduate college credit = ___ Years of Experience

___ hours of graduate college credit = ___ Years of Experience