

**EDUCATION AND WORK HISTORY CREDIT WORKSHEET**

Name: \_\_\_\_\_ SS# \_\_\_\_\_ Position # \_\_\_\_\_

Location: \_\_\_\_\_ Title/Classification: \_\_\_\_\_

Required Education and Experience: \_\_\_\_\_

From (Mo./Yr.)	To (Mo./Yr.)	High School, College or University Course Work , Major or Degree	Sm/Qt Hrs.	Mths.	X	% Credit	=	Credit Months
					X		=	
					X		=	
					X		=	
					X		=	

If more than one option is available for minimum education requirement, check below the one being used for comparison.  
 HS: \_\_\_\_\_ Associate: \_\_\_\_\_ Bachelor: \_\_\_\_\_ Masters: \_\_\_\_\_

Education Credit: \_\_\_\_\_  
 Minus Required Education: \_\_\_\_\_  
 = Total Education Credit: \_\_\_\_\_

From (Mo./Yr.)	To (Mo./Yr.)	Job Title or General Function	Total Months	X	% Credit	=	Credit Months
				X		=	
				X		=	
				X		=	
				X		=	
				X		=	
				X		=	
				X		=	
				X		=	
				X		=	

Total Education Credit: _____ Plus Total Experience Credit: _____  Total Qualifications Above Minimum: _____  _____ Mos. X .0041666 = _____ + 1 = (Qual.>Min.) _____ X \$ _____ = \$ _____ Min. Or SMR                      Max. Salary
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Work Credit: \_\_\_\_\_  
 Minus Required Experience: \_\_\_\_\_  
 Total Experience Credit: \_\_\_\_\_  
  
 Prepared By: \_\_\_\_\_  
 Date Prepared: \_\_\_\_\_