<u>Combining Education and Experience for Technical and Medical Support Positions</u>

Combining Experience and Education: Equivalent combinations of successfully completed post-high school education and experience are qualifying for positions under this standard. The combinations described below are those most typical for these positions, i.e., for grades GS-3 through GS-5. If education is used to meet specialized experience requirements, then such education must include courses directly related to the work of the position. (When crediting education, prorate the number of hours of related courses required as a proportion of the total education to be used.)

- **For GS-3** level positions, determine the applicant's total qualifying experience as a percentage of the 6 months' experience required for GS-3; then deter-mine the applicant's education as a percentage of the l year of education that meets the requirements for GS-3. Add the two percentages. The total percentage must equal at least 100 percent to qualify an applicant for GS-3.
- **For GS-4** level positions, determine the applicant's total qualifying experience as a percentage of the 1 year of experience required for GS-4; then determine the applicant's education as a percentage of the 2 years of education that meets the requirements for GS-4. Add the two percentages. The total percentage must equal at least 100 percent to qualify an applicant for GS-4.
- **For GS-5** level positions, only education in excess of the first 60 semester hours of a course of study leading to a bachelor's degree is creditable toward meeting the specialized experience requirements. Two full academic years of study, or 60 semester hours, *beyond the second year* is equivalent to l year of specialized experience. Determine the applicant's total qualifying experience as a percentage of the year of specialized experience required at the GS-5 level. Then determine the applicant's education as a percentage of the education that meets the requirements for GS-5. Add the two percentages. The total percentage must equal at least 100 percent to qualify an applicant for GS-5.

The following are examples of how education and experience may be combined. They are examples only, and are not all-inclusive.

- The position to be filled is a Pharmacy Aid, GS-3. An applicant has 2 months of experience and 20 semester hours of college. The applicant meets 33 percent of the required experience and 67 percent of the required education. The applicant meets 100 percent of the total requirements and is qualified for the position.
- The position to be filled is an Industrial Engineering Technician, GS-4. An applicant has 5 months of general experience and 36 semester hours of college. The applicant meets 42 percent of the required experience and 60 percent of the required education. The applicant exceeds 100 percent of the total requirements and is qualified for the position. (This example assumes that education is being used to meet the specialized experience requirements, and that at least 7 of the 36 semester hours are in courses directly related to the work of the position.) Examples of such courses are provided in the individual occupational requirements for the Industrial Engineering Technician Series, GS-895.
- The position to be filled is a Recreation Assistant, GS-5. An applicant has 8 months of GS-4 level specialized experience and 80 semester hours of college. The applicant meets 67 percent of the required experience and 33 percent of the required education (i.e., 20 semester hours in

excess of the first 60 semester hours). The applicant meets 100 percent of the total requirements and is qualified for the position. At least 8 of the 20 semester hours must be directly related to the work of the position. Examples of such courses are provided in the individual occupational requirements for the Recreation Aid and Assistant Series, GS-189.

Link to the Technical and Medical Support Positions qualifications standard on the Office of Personnel Management's website: http://www.opm.gov/qualifications/standards/group-stds/gs-tech.asp