

## Minimum Qualification Conversion Table

TERM	EQUIVALENCY
1 course	See Below*
Associate core program	18 months experience
Undergraduate core program	2 years experience
Graduate core program	3 years experience
PhD core program	4 years experience
Ohio certified public manager program (OCPM)	5 Undergraduate courses in Business Administration/Management  OR  3 Graduate courses in Public Administration/Management  OR  13 _ mos. experience in Public Administration/Management
Supervisory principles & techniques	Lead work (i.e., daily work direction & training)

\* **In general**, 1 course (5 credit hour quarter course or 3 credit hour semester course) = 3 mos. exp.  
 For more specific detail, use the credit hour worksheet

### Credit Hours Worksheet

Determining Experience Equivalency				
Credit hours	Multiple by	If course was taken on a <b>QUARTER</b> basis, multiply number of credits by <b>.6</b>  If course was taken on a <b>SEMESTER</b> basis, multiply number of credits by <b>.9</b>		Equivalent months of experience
	<b>X</b>		=	