

Monterey Peninsula College  
Office of Human Resources

**EQUIVALENCY TO MINIMUM QUALIFICATIONS  
REQUEST FORM**

Applicants who do not clearly meet the minimum qualifications for a position as listed in the position announcement must demonstrate that their educational and/or work experience is equivalent to these minimum qualifications. It is the applicant's responsibility to clearly show that their educational/work experience is equivalent to the minimum qualifications. The only accepted method to demonstrate equivalency is to research an accredited college program in one of the fields listed in the minimum qualifications and show, class by class, how the applicant's education, accomplishments, and/or work experience is equivalent to the courses comprising the degree from that college program.

**Please note that this form is read by both the departmental screening committee and the MPC equivalency committee. Members of the MPC equivalency committee may not be thoroughly familiar with your field of expertise. Please present your equivalency claim with enough detail so that committee members outside of your discipline will easily understand it.**

**Your Name:** \_\_\_\_\_

**The position for which you are applying:** \_\_\_\_\_

**Your Degree(s)**

Please list the degree(s) you have, the institutions from which you received them, and the year you received the degree. (Please document by including transcripts.):

Degree Name	Institution	Year Degree Conferred

### **Degree(s) Required for the Position**

<b>Name of the degree(s) to which you are claiming equivalency (this degree should be one of the degrees, or combination of degrees, listed on the position announcement):</b>	<b>Name of a specific degree from an accredited educational institution, as listed in their catalog</b>	<b>Name of the accredited educational institution offering the degree to which you are claiming equivalency:</b>

**Example Statement of equivalency – Applicant is claiming equivalency to a Master’s Degree in Counseling (has a Master’s in Psychology)**

**In this column, list the courses that comprise the degree (listed on page #2) to which you are claiming equivalency. The description of these courses must be copied and pasted from the accredited educational institution’s current course catalog. You can usually download this information from the Internet. Please include the number of units (or credits) for each course.**

**Master of Science in Counseling – FRESNO STATE**

Option in Marriage, Family and Child Counseling

This 60-unit program provides preparation for a career as a counselor specializing in marriage and family therapy (including child counseling) in public or private agencies, or in private practice. Completion of this program satisfies the approved degree title requirements for the California Marriage, Family and Child Counseling (MFCC) license. Students need to be aware that the California Board of Behavioral Sciences (BBS) has additional requirements for this license. The MFCC program is Accredited by the Council on Accreditation of Counseling and Related Educational Programs (CACREP).

**In this column, list your coursework, work experience, and/or accomplishments that you are claiming is equivalent to the content of the courses listed in the column to the left.**

**List each item adjacent to the course in the left column that is being substituted. Please include the unit value of your substituting course. For work experience and/or other accomplishments, please estimate the number of hours involved so we can compare them to the unit value of the courses in the column to the left.**

**Program Details – USF Psychology**

The Marriage and Family Therapy (MFT) program is a 60-credit program that culminates in a MA Counseling Psychology Degree with a concentration in MFT. All graduates of the program will be license eligible as Marriage and Family Therapists (LMFT). In addition, students have the option to complete additional fieldwork hours in order to become license eligible as Professional Clinical Counselors (LPCC) upon graduation.

<p>Core Counseling Requirements</p> <p>COUN 200 Counseling Techniques 3 <b>Emphasis</b> given to interviewing skills, philosophy, theory, and methodology as applied to counseling. Student must earn a grade of B or better to move on to COUN 208. (2 seminar, 2 lab hours)</p>	<p>CPSY 678 - Cognitive and Behavior Therapies: Theory and Practice (3)  This is the first course in the Cognitive and Behavior Therapies Core Theory and Practice Sequence. Students will develop an understanding of how scientific inquiry leads to evidence-based empirical treatments and current "best" practices in psychotherapy. Essential elements and methods common to beginning practice will be introduced and rehearsed.</p> <ul style="list-style-type: none"> <li>• Restricted to Counseling Psychology Majors;</li> </ul>
<p>COUN 201 Multicultural Counseling (3) Cognitive and experiential study of social and psychological variables which influence the cross-cultural counseling relationship. Culturally relevant models of counseling theory and practice are explored. Current research methods and findings are presented. (2 seminar, 2 lab hours)</p>	<p>CPSY 677 - Counseling Across Cultures (3) Course features an understanding of multicultural issues in counseling with diverse ethnic groups, cultures, and social classes in American society. Emphasis is on developing cultural sensitivity to one's own cultural value system and the values and attitudes of diverse groups in cross-cultural counseling settings; increasing awareness of the effects that culture, race, ethnicity, class, gender, and sexual orientation have on human development and the counseling process; and on learning effective counseling strategies and generic counseling methods that accommodate a diversity of cultures.</p> <ul style="list-style-type: none"> <li>• Restricted to Counseling Psychology Majors;</li> </ul>
<p>COUN 202 Group Counseling 3 units Theories and methods of interpersonal communication within groups, transfer of information, group leadership and membership, role perceptions, verbal and nonverbal interaction, and group counseling. (2 seminar, 2 lab hours - one of the two lab hours consists of mandatory participation in an experiential group)</p>	<p>Worked as a group counselor for Community Services of Monterey for two years (720 hours total). Provided individual case management for a caseload of 40 to 50 patients on methadone maintenance or detoxification; interviewed patients, reviews records and conferred with other professionals and staff members served as primary team member for the development of individualized treatment plans; provided education to individuals and families; provided individual, group and family counseling as outlined in patient treatment plans; performed assessments and orientation/intake services, acted as key staff in determination of admission to the program; assisted in developing program goals.</p>

**NOTE: This is only a partial sample. A typical equivalency claim is several pages in length.**

## Your Statement of Equivalency

<p><b>In this column, list the courses that comprise the degree (listed on page #2) to which you are claiming equivalency. The description of these courses must be copied and pasted from the accredited educational institution's current course catalog. You can usually download this information from the Internet. Please include the number of units (or credits) for each course.</b></p>	<p><b>In this column, list your coursework, work experience, and/or accomplishments that you are claiming is equivalent to the content of the courses listed in the column to the left.</b></p> <p><b>List each item adjacent to the course in the left column that is being substituted. Please include the unit value and course description of your substituting course. For work experience and/or other accomplishments, please estimate the number of hours involved so we can compare them to the unit value of the courses in the column to the left.</b></p>

**Your Statement of Equivalency (continued)**

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Attach more pages if necessary.



\_\_\_\_\_  
Applicant Name (print)

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

Equivalency recommended by:

\_\_\_\_\_  
Department/Division/Screening Committee Chair

\_\_\_\_\_  
Date

*For Equivalency Committee Use Only:*

Equivalency is:

Recommended

Not Recommended

\_\_\_\_\_  
Equivalency Committee Chair

\_\_\_\_\_  
Date

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Equivalency Committee Member

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