

COLLEGE TRANSCRIPT INFORMATION

For Educational Incentive Pay



In order to receive Educational Incentive Pay, official college transcripts will be required for all claimed college coursework and/or completion of degrees. Diplomas, grade reports, degree plans, and other documents are not acceptable. Approval of Educational Incentive Pay will not be approved without the proper documentation.

If you do not possess an official college transcripts(s), call or visit your college or university as soon as possible to secure an official college transcript of your coursework at that institution.

If an official transcript has been provided, the transcript should be submitted with your *Educational Incentive Pay Request Form*. Note, however, many colleges and universities will not issue an Official Transcript to the student. If this is the case, the official transcript should be mailed directly to our office to the attention of our Assistant Director, Dr. Darryl Stark, at P.O. Box 66794, Mobile, Alabama 36660-1794.

Recognized and Accredited Colleges or Universities For Educational Incentive Pay

A “recognized” college or university with an “accredited” program or a “recognized college or university with an accreditation” is one which is accredited by a regional accrediting body or by Distance Education Accrediting Commission (DEAC). The regional accrediting associations are listed below:

- Southern Association of Colleges and Schools (SACS)
- Middle States Commission on Higher Education (MSCHE)
- Northwest Commission on Colleges and Universities (NWCCU)
- Higher Learning Commission (HLC)
- New England Association of Schools and Colleges – Commission on Institutions of Higher Education (NEASC-CIHE)
- Western Association of Schools and Colleges – Senior College and University Commission (WASC-SCUC)

International Transcripts

Applicants who have degrees earned from educational institutions located outside of the United States must have their transcripts evaluated by a recognized credential evaluation service prior to applying. Applicants are responsible for the costs associated with translation/evaluation services.

For questions relating to college transcripts and Education Incentive Pay, please contact Melissa Smith, Secretary III, at melissa@personnelboard.org or Dr. Darryl Stark, Assistant Director, at dstark@personnelboard.org, or call us at 251-445-4584.