

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.

If you do not possess an official college transcripts(s), call or visit your college or university 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 Civil Service Director, Adam Bourne, 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 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)

For questions relating to college transcripts and Education Incentive Pay, please call us at 251-470-7727, or email us at mcpb@personnelboard.org.