

EDUCATIONAL DATA UPDATE FORM

Attachment 6 to FPM Ltr. 298-42

Name (Last, First, Middle Initial)	Social Security Number ____/____/____ - ____/____ - ____/____/____
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Educational Level _____/____
Instruction Program ____/____/____/____/____
Year of Degree/Certificate _____/____

ENTER CODES HERE
(As applicable)

EDUCATION LEVEL

Code Name

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| <p>01 No formal education or some elementary school did not complete. Elementary school means grades 1 through 8 or equivalent not completed.</p> <p>02 Elementary school completed – no high school. Grade 8 or equivalent completed.</p> <p>03 Some high school – did not graduate. High school means grades 9 through 12 equivalent.</p> <p>04 High school graduate or certificate or equivalency</p> <p>05 Terminal occupational program – did not complete. Program extending beyond grade 12, usually no more than 3 years; designed to prepare students for immediate employment in an occupation or cluster of occupations; not designed as the equivalent of the first two or three years of a baccalaureate degree program. Includes cooperative training or apprenticeship consisting of formal classroom instruction coupled with on-the-job training.</p> <p>05 Terminal occupational program – certificate of completion, diploma or equivalent. Two levels are recognized: (1) The technical and/or semi-professional level preparing technicians or semi-professional personnel in engineering and nonengineering fields; and (2) the craftsman/ clerical level training artisans, skilled operators, and clerical workers.</p> <p>06 Some college – less than one year. Less than 30 semester hours completed.</p> <p>08 One year college. 30-59 semester hours or 45-89 quarter hours completed.</p> <p>09 Two years college. 60-89 semester hours or 90-134 hours completed.</p> <p>10 Associate degree. 2-year college degree program completed.</p> <p>11 Three year college. 90-119 semester hours or 135-179 quarter hours completed.</p> <p>12 Four years college. 120 or more semester hours or 180 or more quarter hours complete – no baccalaureate (Bachelor's) degree.</p> <p>13 Bachelor's degree. Requires completion of at least four, but no more than five years of academic work; includes Bachelor's degree conferred in a cooperative plan or program that provides for alternate class attendance and employment in business, industry, or government to allow student to combine actual work experience with college studies.</p> <p>14 Post Bachelor's. Some work beyond (at a higher level than) the Bachelor's degree but no additional higher degree.</p> <p>15 First professional. Signifies the completion of academic requirements for selected-professions that are based on program requiring at least two academic years of previous college work for entrance and a total of at least six academic years of college work for completion, e.g., Dentistry (D.D.S. or D.M.D), Law (LL.B or J.D.), Medicine (M.D.), Theology (B.D.), Veterinary Medicine (D.V.M.), Chiroprody or Podiatry (D.S.C. or D.P.), Optometry (O.D.), and Osteopathy (D.O.)</p> | <p>16 Post first professional. Some work beyond (at a higher level than) the first professional degree, but no additional higher degree.</p> <p>17 Master's degree. For liberal arts and sciences customarily granted upon successful completion of one (sometimes two) academic years beyond the Bachelor's degree. In professional fields.</p> <p>18 Post Master's Some work beyond (at a higher level than) the Master's degree, but no additional high degree.</p> <p>19 Sixth year degree. Includes such degrees as Advanced Certification in Education, Advanced Master of Education, Advanced Graduate Certificate, Advanced Specialists in Education Certificate, Certificate of Advanced Study, Advanced Degree in Education, specifically in education, Licentiate in Philosophy, Specialist in Guidance and Counseling, Specialist in Art, Specialist in Science, Specialist in School Administration, Specialist in School Psychology, Licentiate in Sacred Theology.</p> <p>20 Post sixth year. Some work beyond (at a higher level than) the sixth-year degree but no additional higher degree.</p> <p>21 Doctorate degree. Includes such degrees as Doctor of Education, Doctor of Juridical Science, Doctor of Public Health, and the PH.d. (or equivalent) in any field. Does not include a Doctor's degree that is a first professional degree, per code 15.</p> <p>22 Post-Doctorate. Work beyond the Doctorate.</p> |
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PRIVACY ACT STATEMENT

The authority for collecting this information about you is 5 U.S. C., 7201. The information furnished will be used to update your education level to more currently reflect the highest level achieved. The information you furnish is voluntary and will be used for workforce analysis and planning.

Executive Order 9397 (November 22, 1943) authorizes use of your Social Security Number. The Order requires the use of your SSN for the orderly administration of personnel records. Furnishing your Social Security Number, as well as the other data is voluntary. Disclosure of this information may be made in accordance with the disclosure provisions of the Privacy Act of 1974 including the established routine uses for the OPM/GOVT-1, General Personnel Record's system of record.