

**JOINT EDUCATIONAL QUALIFICATIONS SUBCOMMITTEE (JEQS)  
ACADEMIC QUALIFICATIONS ASSESSMENT FORM**

Please use this form to submit your further formal educational qualifications or professional designations to JEQS.

For more information regarding the process used in determining the maximum salary levels obtainable by Faculty, please refer to the [Job Classification Plans contained in the Academic Collective Agreement](#).

**IMPORTANT:**

- Your request must first be submitted to the Senior Human Resource Officer at your College for assessment.
- If the College accepts the maximum salary step requested, do NOT submit this form to JEQS.
- If the College does not accept the maximum salary step requested, you will be provided with a statement outlining the reasons your request was denied.
- Prior to submitting your request to JEQS, please discuss it with your Local Union Officers.

**CHECKLIST:**

You will be requested to attach the following documents to this form:

- All of your post-secondary degrees, diplomas and certificates as well as your professional designations
- Your transcripts, courses outlines and other relevant information
- Statement from the Human Resources Department outlining the reasons for denying your request.

**Section 1 – Applicant**

Name:

College:

Employee Telephone:    
(xxx) xxx-xxxx (extension)

Employee E-mail:

Date Application Submitted to Senior HR Officer:   
(dd-mmm-yyyy)

**About JEQS**  
JEQS is a provincial joint committee established under the Academic Collective Agreement. The overall role of the committee is to assess further formal educational qualifications for the purpose of **maximum salary level identification under the salary scale**. JEQS is not responsible for the determination of starting salaries and progression within the salary scale.

**Current Maximum Step:**  **Maximum Step Requested:**

## Section 2 – Post-Secondary Educational Qualifications & Professional Designations

JEQS will assess your further formal educational qualifications based on the information you provide. It is important to attach copies of all of your post-secondary degrees, diplomas and certificates and professional designations. Also, please submit copies of your transcripts, course outlines and other relevant information.

---

### 2.1 Post-Secondary Educational Qualifications to be Assessed (if not applicable, go to 2.1.1):

Degree/Diploma/Certificate:

University/College:

Duration of Program:

Website:

Copies of the following documents have been submitted to [JEQS@theCouncil.ca](mailto:JEQS@theCouncil.ca):

- degree, diploma, certificate
- transcript
- course outlines
- other relevant information


To ensure that your further formal educational qualifications identified in Section 2.1 are properly assessed by JEQS, please submit any documentation related to your other post-secondary educational qualifications (Section 2.1.1) and/or additional professional qualifications Section 2.2.1).

#### 2.1.1 Other Post-Secondary Educational Qualifications

Degree/Diploma/Certificate:

University/College:

Duration of Program:

Website:

Copies of the following documents have been submitted to [JEQS@theCouncil.ca](mailto:JEQS@theCouncil.ca):

- degree, diploma, certificate
- transcript
- course outlines
- other relevant information


#### 2.1.2 Other Post-Secondary Educational Qualifications

Degree/Diploma/Certificate:

University/College:

Duration of Program:

Website:

Copies of the following documents have been submitted to [JEQS@theCouncil.ca](mailto:JEQS@theCouncil.ca):

- degree, diploma, certificate
- transcript
- course outlines
- other relevant information


**2.2 Professional Designation to be Assessed** (if not applicable, go to 2.2.1):

Professional Designation:

Accrediting Organization:

Website:

Educational Requirement:      No. of Courses:       No. of Hours:

Qualifying Examination:

Work/Experience Required:

Copies of the following documents have been submitted to [JEQS@theCouncil.ca](mailto:JEQS@theCouncil.ca):

- degree, diploma, certificate
- transcript
- course outlines
- other relevant information


To ensure that your further formal educational qualifications identified in Section 2.1 are properly assessed by JEQS, please submit any documentation related to your other post-secondary educational qualifications (Section 2.1.1) and/or additional professional qualifications Section 2.2.1).

**2.2.1 Additional Professional Designation**

Professional Designation:

Accrediting Organization:

Website:

Educational Requirement:      No. of Courses:       No. of Hours:

Qualifying Examination:

Work/Experience Required:

Copies of the following documents have been submitted to [JEQS@theCouncil.ca](mailto:JEQS@theCouncil.ca):

- degree, diploma, certificate
- transcript
- course outlines
- other relevant information


**2.2.2 Additional Professional Designation**

Professional Designation:

Accrediting Organization:

Website:

Educational Requirement: No. of Courses:  No. of Hours:

Qualifying Examination:

Work/Experience Required:

Copies of the following documents have been submitted to [JEQS@theCouncil.ca](mailto:JEQS@theCouncil.ca):

- degree, diploma, certificate
- transcript
- course outlines
- other relevant information

  
  
  

**Section 3 – Foreign Post-Secondary Education Credentials**

Post-secondary educational credentials obtained outside of Canada and the United States are to be evaluated by one of the approved accreditation services prior to submission to JEQS. [Click here to view the approved credential services.](#)

Copy of comparison sent to [JEQS@theCouncil.ca](mailto:JEQS@theCouncil.ca)

**Section 4 – Additional Information Regarding Your Application**

**4.1 Additional Relevant Information in Support of Your Application**

Do you have additional relevant information to submit in support of your application?

Copy of relevant documentation sent to [JEQS@theCouncil.ca](mailto:JEQS@theCouncil.ca)

**4.2 Application Shared with Your College**

This assessment form and supporting documentation must be presented to your College’s Senior Human Resources Officer and the Union Local President prior to forwarding to JEQS Subcommittee.

**4.2.1 Statement from the Senior Human Resources Officer (must be submitted to JEQS)**

The Senior HR Officer reviewed the assessment form and supporting documentation and did not accept the maximum salary step requested in this application.

Reasons for denying the request are presented in the Senior HR Officer statement

#### 4.2.2 Your Statement

I do not accept the decision made by the Senior HR Officer and I am forwarding this request to JEQS for consideration.

This application has been discussed with my Union Local and I would like to submit it to JEQS for consideration.

Date Application Submitted  
to Union Local Officers:

  
(dd-mmm-yyyy)

Date Application Submitted  
to JEQS:

  
(dd-mmm-yyyy)

I authorize JEQS to share this information with my Human Resources Department and Union Local Officers.

If you have any further questions/comments, please contact:

College Employer Council

Phone: (647) 258-7702

Fax: (647) 258-7719

Email: [JEQS@theCouncil.ca](mailto:JEQS@theCouncil.ca)

**Once completed, print the form and attachments from your computer and keep a copy for your records.**

**Print**