The Toolkit is Intended to:

Help CTE programs increase the size, quality, and diversity of hiring pools

Give CTE programs better access to industry professionals with relevant and appropriate experience

The document recommends:

Departments create individual checklists or sample portfolios using industry-specific credentials and experience

MQ subcommittees evaluate applicants requesting/needing equivalency (include MQ Committee members, CTE faculty from relevant discipline, plus reps for Senate, admin, and HR)

It encourages:

Regular, routine use of the process

Hiring our own graduates back from the workforce (linked to Strong Workforce)

Suggested portfolio contents include:

- **Cover page**
- **Table of contents**
- **Executive summary**
- **Current resume**
- **General education equivalency examples worksheet or similar document**.
- **Documentation/artifacts/evidence**
    - Certificates of completion for training courses, workshops, etc.
    - Industry-recognized credentials
    - Military records
    - Performance evaluations
    - Technical or professional writings
    - Job descriptions
    - Products designed or produced
    - Demonstration of ongoing professional development and continuing education within career field
    - Publication, as author, of relevant materials in the career field
    - Examples of the presentations of training sessions within the career field
    - Membership in professional organizations
    - Membership requirements for certain organizations
    - Licenses/diplomas
    - Transcript
    - Equivalencies (if applicable)
    - Verifications of employment
    - Skills/competencies from employers/supervisors
    - Significant interests outside of work experience, such as community service
- **Equivalency Committee member evaluation response form**

The document includes a sample GE equivalency worksheet and detailed considerations for equating GEs to specific job performance items and skills.