GS-1102 Qualifications Standard Education Certification Form

National Institutes of Health
Office of Human Resource Management
IC:

This form will be used to provide documentation that the an employee has successfully completed the following business hours as set forth in the U.S. Office of Personnel Management GS-1102 Qualification Standard

Employee Name:
Series & Grade:
Degree **Yes** _____ **No** _____ **Degree granting institution:** _____

Field	Course Name	Semester Credit Hours	Quarter Credit Hours	Documentation
Accounting				
Business				
Finance				
Law				
Contracts				
Purchasing				
Economics				
Industrial Mgnt				
Marketing				
Quantitative				
Methods				
Organization/				
Management				
	Total Semester Hours	0		
	Total Quarter Hours		0	
Conversion of Quarter to Semester			0.0	
	Total Hours submitted for certification		0.0	Total Hours Certified

Certification performed by NIH Human Resource Representative:

_____ _____
Signature Date

_____ _____
Name (Type or Print) IC