



Request for Course Equivalency

Instructions: To request a course equivalency based on education, experience, or other training, complete and email this form with the required documentation to CurriculumTracks@ntc.doe.gov.¹ Complete a separate form for each equivalency being requested.

Required Documentation

Each request must be accompanied by one or more of the following types of documentation:

- Certificates of completion and/or transcripts with the equivalent course or courses clearly marked
- Course descriptions and/or syllabi with topics or sections relevant to the required NTC course clearly marked
- A résumé detailing the dates of employment and employer of the work experience for which you are requesting an equivalency

Important: Please ensure that your LMS user name appears on each document. Remove or mark out social security numbers (SSN) and drivers license numbers from all documentation submitted.

Within 24 hours of your request, you will receive a confirmation email that your request has been received. Within 10 business days of the receipt of all documentation by NTC, you will be notified of the determination of your equivalency request.

Use the Tab key to move between form fields.

Student Name	LMS User Name	Work Email Address
Work Location (Site, Facility, or Office)		Work Telephone
Course for Which Equivalency Is Requested (Course Number and Name)		
Description of Education, Experience, or Other Training To Be Applied as Equivalency		

<i>For NTC use only:</i>			
	Date	Initials	
<u>Request Received</u>			<u>Requestor Notified</u>
<u>Documentation Requested</u>			<u>Recorded in LMS</u>
<u>Documentation Received</u>			
<u>Determination</u>		<u>Concurrence</u>	
Approved	Declined	Approved	Declined
Reason Declined		Reason Declined	

¹ Please support DOE sustainability efforts by providing all documentation electronically, via email, if possible. If you are unable to provide the required documentation via email, please send it by fax (505.845.4077) or U.S. mail (Curriculum Tracks, National Training Center, PO Box 18041, Albuquerque, NM 87185).