

DEPARTMENT OF HEALTH AND HUMAN SERVICES
Public Health service

Chapter CC23--Staffing
Subchapter CC23.3--Appointment
Personnel INSTRUCTION 4 --Appointment Standards and Appointment Boards

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Section A. Purpose and Scope

1. This INSTRUCTION states the responsibilities and functions of the appointment boards and the eligibility standards for appointment in the reserve corps of the Public Health Service (PHS) Commissioned Corps. Where applicable, this INSTRUCTION also states the profession specific eligibility standards for appointment of active-duty reserve corps officers into the regular corps of the PHS Commissioned Corps under the assimilation program. These standards apply only to applicants appointed and those seeking assimilation subsequent to the date of this INSTRUCTION.
2. This INSTRUCTION does not apply to appointments to the Junior Commissioned Officer Student Training and Extern Program (see INSTRUCTION 4, Subchapter CC25.2, "Junior Commissioned Officer Student Training and Extern Program (JRCOSTEP)," of this manual); Senior COSTEP (see INSTRUCTION 5, Subchapter CC25.2, "Senior Commissioned Officer Student Training and Extern Program (SRCOSTEP), of this manual); or to the Uniformed Services University of the Health Sciences (see INSTRUCTION 3, Subchapter CC45.2, "Assignment of Public Health Service (PHS) Commissioned Officers to the Uniformed Services University of the Health Sciences (USUHS))."

Section B. Authority

1. Statutory authority for appointment of officers into the regular and reserve corps of the PHS Commissioned Corps is contained in Section 203 of the PHS Act (42 U.S.C. 204). To be appointed to the regular corps, officers must be trained in one of the disciplines set forth in Section 207(a)(1) of the PHS Act (42 U.S.C. 209(a)(1)). Section 215 of the PHS Act (42 U.S.C. 216) authorizes the issuance of regulations relative to the appointment of individuals to the commissioned corps. Regulations relating to the appointment of officers into the regular and reserve corps are prescribed in 42 CFR 21.21-21.58. Regulations set forth in INSTRUCTION 1, Subchapter CC43.7, "Separation of Officers in the Regular and Reserve Corps Without Consent of the Officers Involved," of this manual, specify that a reserve corps officer shall not be assimilated into the regular corps until completion of the three-year probationary period established therein. These regulations also place PHS commissioned officers under the security requirements set forth in Executive Order No. 10450, as amended. In addition, INSTRUCTION 7, Subchapter CC23.3, "Regular Corps Assimilation Program," of this manual specifies that a member of the reserve corps must complete 4 years of continuous active duty in his/her current tour of duty at the time of application for assimilation into the regular corps.
2. The statutory authority to divide the PHS Commissioned Corps into professional categories is set forth in Section 209(a) of the PHS Act (42 U.S.C. 210b(a)). Regulations specifying the professional categories are prescribed in INSTRUCTION 1, Subchapter CC43.4, "Promotion of Commissioned Officers in the Public Health Service," of this manual.
3. The authority to administer the PHS Commissioned Corps has been delegated by the Assistant Secretary for Health to the Surgeon General as set forth in 53 Federal Register 5046-5047, dated February 19, 1988. The Surgeon General has delegated the authority for daily administration of the PHS Commissioned Corps to the Director, Division of Commissioned Personnel (DCP), Office of the Surgeon General (OSG).

Section C. Appointment Boards

1. PHS utilizes an appointment board system to assess the fitness of applicants for appointment in the reserve corps and for assimilation into the regular corps. Policies guiding the assimilation process are contained in INSTRUCTION 7, Subchapter CC23.3, "Regular Corps Assimilation Program," of this manual. Initial appointment boards are responsible for assuring that only qualified applicants are recommended for commissioning. Board members shall make every effort to see that each applicant is of sufficient education, experience, and personal attributes to make a satisfactory contribution to the mission of PHS. Based on all available information, board members make recommendations for or against appointment to the reserve corps to the Director, DCP. Recommendations are based on a majority vote of the board members.
2. The board shall recommend rejection of candidates for commissioning who do not appear to the board to be suitable because of deficiencies in the kind and quality of education, experience, or personal attributes.
3. Board members are appointed by the Director, DCP. The board consists of at least three commissioned officers who are, if available, of the same profession or category as the candidate. If possible, board members will be in the regular corps at temporary Full grade or above and at least one member shall have served previously on an appointment board. Each member of the board has a vote equal to that of any other member.
4. The Director, DCP, will make every effort to assure that the Board does not consist entirely of men or women or entirely of individuals of one race, but no Board member will be selected solely on the basis of gender or race.
5. The chairperson, who is the senior member, calls the board to order, governs the general conduct of the board, and directs the functions of the executive secretary assigned to the board.
6. The executive secretary is designated by the Director, DCP, and has no vote. He/she arranges the time and place of the meetings, furnishes agendas of candidates for appointment, presents information to the board, and prepares the board's recommendations.
7. The board shall review and validate the years of training and experience (T&E) (see Section E. below) with which candidates are credited consistent with the authorities set forth in Section B., and with this INSTRUCTION. To assist boards in this evaluation, DCP provides a tentative evaluation of each candidate's T&E.
8. Upon request, consultative services are provided to the board by the professional staff of DCP.
9. The decision for or against appointment is made by the Director, DCP.

Section D. Appointment Criteria

To be eligible for consideration for appointment to the PHS Commissioned Corps, an applicant must meet the following criteria.

1. Citizenship Requirements

By law, only citizens of the United States may be appointed to the PHS Commissioned Corps. Any person born outside the United States may be required to provide to the Director, DCP, the necessary proof of citizenship.

2. Age Requirements

a. All Applicants

Any person who is 44 years of age (44 years, 00 months, 00 days) or older is not eligible for appointment in the regular corps or for call to extended active duty in the reserve corps except under the following conditions:

- (1) The applicant has to his/her credit the number of years of active service, as defined in Section 211(d) of the PHS Act for retirement purposes, equal to the number of years by which his/her age exceeds 44;
- (2) The Director, DCP determines that the applicant possesses exceptional qualifications not readily available in the corps; or
- (3) In the case of a reserve corps officer, the commissioned corps has been declared by the President to be a military service.

b. Regular Corps

- (1) Pursuant to 42 CFR 21.28, no applicant for the regular corps shall be appointed to:
 - (a) Junior Assistant grade, permanent, after reaching age 31;
 - (b) Assistant grade, permanent, after reaching age 34; or
 - (c) Senior Assistant grade, permanent, after reaching age 37.
- (2) Exceptions to these age requirements are as follows:
 - (a) If an applicant has reached the age limit for a particular grade at the time he/she is to be appointed, the applicant may be appointed only if he/she has had previous active service in the PHS Commissioned Corps which equals or exceeds the difference between his/her age at the time of appointment and his/her 31st, 34th, or 37th birthday, as the case may be.

- (b) The Director, DCP, may waive these age limitations in the case of any reserve corps officer who is recommended for appointment to the regular corps by the Agency Head to which the officer is assigned, provided that the officer has been on continuous active duty for at least four years immediately preceding the date of such recommendation.

3. Medical Requirements

42 CFR 21.24 requires that all applicants for appointment to the PHS Commissioned Corps must undergo a medical examination and be found medically qualified prior to appointment. An individual is expected to be medically qualified, currently and in the foreseeable future, to perform the duties of his/her rank and category in various climates and work assignments without endangering his/her health or the health of others. INSTRUCTION 5, Subchapter CC29.3, "Medical Examination Requirements," of this manual, and CCPM Pamphlet No. 46 "Guiding Medical Standards for the Commissioned Corps of the U.S. Public Health Service," contain more detailed information regarding medical qualifications.

4. Academic Requirements

An applicant for appointment to the PHS Commissioned Corps must have completed an academic or professional degree program in a qualifying health discipline from an accredited program in an approved school or school offering the appropriate educational program as may be specified in the category criteria involved. Academic requirements are geared to the needs of each profession. The Exhibits to this INSTRUCTION give specific details on requirements in each professional category.

5. Licensure/Credentials Requirements

Depending on his/her professional category/discipline, an applicant for appointment to the PHS Commissioned Corps must possess a current and unrestricted license, or other professional certificate or registration appropriate for his/her profession in a State. For purposes of this INSTRUCTION, State is defined as the fifty states, and the District of Columbia, the Commonwealth of Puerto Rico, the U.S. Virgin Islands, and Guam. The Exhibits that follow provide for category- and discipline-specific requirements for licensure/certification. INSTRUCTION 8, Subchapter 23.3, "Limited Tours," of this manual specifies the conditions under which a newly graduated/qualified applicant may be appointed. Attachment A, lists the limited exceptions by category that may qualify for a licensure limited tour.

6. Suitability Requirements

In order to be suitable for appointment to the PHS Commissioned Corps, applicants must be considered to be satisfactory in the following areas:

- a. National Agency Check and Inquiries report;
- b. Educational standards, e.g., grades in key courses, class standing;
- c. Employment history;

- d. Personal adjustment; and
- e. Ability to function in a Uniformed Service.

Section E. Training and Experience (T&E) Computation

1. Training and Experience Date (TED). This date reflects the undergraduate education, graduate training, and experience considered to be professionally qualifying for appointment to a particular category. T&E is based on information provided by the officer on form PHS-50, "Application for Appointment as a Commissioned Officer in the PHS Commissioned Corps." The burden is on the applicant to supply complete and accurate information on the form PHS-50 on which the appointment board can make a determination. Professional education and T&E will only be considered when the information is supplied on the form PHS-50. Failure to provide complete and accurate information on the form PHS-50 may result in loss of TED credit and may delay appointment.

The TED establishes eligibility for consideration for temporary promotion to all grades in the regular and reserve corps and permanent promotion in the reserve corps to all grades through Full and to the Senior grade when not limited or restricted. The total creditable number of years of T&E determines the permanent grade for which the applicant is eligible. As shown in the following table, the TED dates from the first day of the first month in the quarter following the one in which the applicant was graduated, or from the first day of the first month in the quarter following the month to which credit has been constructed and computed.

<u>Graduation Quarter</u>	<u>T&E Dates From</u>
1st - January, February, March	April 1
2nd - April, May, June	July 1
3rd - July, August, September	October 1
4th - October, November, December	January 1

2. Evaluation
 - a. The TED of each applicant is constructed and computed in terms of the criteria specified in this INSTRUCTION. The applicant is credited with T&E which are considered to meet these criteria. Usually, one academic year is credited for the satisfactory completion of 30 semester hours or 45 quarter hours. One year of training or academic experience is credited for each academic year (usually nine months) that meets the criteria. Experience after a qualifying degree is credited on the basis of actual time spent.
 - b. If it is clearly determined that as a result of incorrect information an error occurred when the credits were originally awarded, the T&E shall be corrected. When this is determined, it is PHS policy to reestablish the officer's TED based upon the correct information. This does not preclude reevaluation of T&E credit upon a requested change of category by the officer in accordance with the standards of the new category.

- c. For appointment in the reserve corps, evaluation of the years of T&E of each applicant against the appointment standards established for each category includes:
 - (1) Educational background such as class standing, grade-point average, grades made in certain course work, and evaluations furnished by professors and deans;
 - (2) An individual's work-record evaluation by supervisors, and the kinds and levels of work experience; and
 - (3) Interview reports, if required by the board, or if available.
- d. Fully creditable education or training is that which is acceptable in the category for which the applicant is applying and which is at a proper level, that is, undergraduate, graduate, or professional. When the time is divided between fully creditable training or education and non-creditable work or training, credit shall be given only for that portion spent in fully creditable training.
- e. Training or education considered by the board to be in a field closely allied and relevant to the qualifying degree in the field in which the applicant is applying shall be credited only if such training is at the appropriate level and contributes greatly to the applicant's professional development.

3. Assigning Credit for Training

a. Bachelor's degree

- (1) If the bachelor's is the qualifying degree for a category, it must be either in the field specified for that category or must be accompanied by a certificate or diploma in the field. If a degree other than the bachelor's is the qualifying degree for a category as, for example, an acceptable master's or doctorate, or other graduate professional degree, the bachelor's may be in any field of study. Only one undergraduate bachelor's degree, Bachelor of Arts (B.A.) or Bachelor of Science (B.S.), is creditable.
- (2) A bachelor's degree received at the termination of a full four--year undergraduate course will result in four years of credit, regardless of whether the degree was earned in less or more than four years. Full credit is given when the degree was earned in an accelerated program requiring less than four years but which satisfies the four-year degree requirements. Credit can be given for more than four years only if the candidate took courses in addition to degree requirements that are judged by the board to be highly similar to courses required in the same school's bona fide five-year bachelor's degree program. The school's five-year degree curriculum shall be used as the standard by which to judge the appropriateness of the additional course work taken.
- (3) Unless otherwise specified in the appointment standards set forth in Exhibits I-XI, of this INSTRUCTION, five years of credit are given on completion of a bona fide five-year curriculum leading to the bachelor's degree.

- (4) If an applicant has taken an undergraduate pre-professional program without obtaining the bachelor's degree, credit is given for the actual academic years required by the professional school when the applicant applies in his/her professional category. The undergraduate work must be in a bona fide pre-professional or degree seeking program. Grades must be satisfactory. The awarding of credits discussed in this paragraph does not apply to categories where a stipulated number of years of credit is specified in the criteria for a particular category.

b. Master's degree

- (1) If a master's or doctorate is the qualifying degree for a category, it must be in the field specific to that category and specialty. More than one graduate degree is credited under conditions indicated herein.
- (2) Credit allowed for the master's degree for most specialties is one year (usually 30 semester hours). Two years are usually required for the master's degree in Social Work and Hospital Administration, and are sometimes required for this degree in Health Education, Engineering, and certain dental specialties. When the school program requires formally and exclusively two years (usually 60 semester hours) for the degree, this amount of credit is given.
- (3) Credit over one year may be allowed for the master's degree up to a two-year limit, if a board determines that the circumstances warrant such credit. In such cases it must be established that the additional time is clearly creditable. The following are examples of checks which may be made:
 - (a) How much time beyond one year does the school require for that degree?
 - (b) Did the applicant spend more time due to failures in the graduate work leading to the master's?
 - (c) Did the applicant spend more time due to his/her slowness, inefficiency, or neglect of graduate work?
 - (d) Did the applicant take more time due to the necessity of taking additional undergraduate courses to qualify for graduate study?

c. Doctorate degree, other than Medical, Dental, and Veterinary Medicine

- (1) Credit shall be given for graduate degrees, master's or doctorate, not required to qualify for a given specialty, providing that a board determines that such degrees are in a field closely allied and relevant to the category and specialty. Credit may be given for two graduate degrees at the same level, such as two doctorates, when the two fields are clearly and closely related; for example, one in physiology and one in biochemistry. However, credit is not given twice for any overlapping work that might occur in such cases. A closely allied field of study for graduate

degrees is one which is closely related from the point of view of knowledge involved, (such as a master's degree in physics and a doctorate in chemistry, in the case of a scientist (chemist)), and which contributes directly to the usefulness of the applicant in a particular category and specialty. As another example, applicants for medical officer positions are given additional credit for a master's or doctorate degree in biology, chemistry, or microbiology. Fields of study which are allied only in the sense that they are commonly associated or are taught under the same departments at a university are not necessarily considered allied for purposes of crediting. Further, fields of study which may be useful in categories other than the one for which the applicant is applying are not necessarily creditable for that reason alone.

(2) Doctor of Philosophy (Ph.D.), Doctor of Education (Ed.D.), or Doctor of Science (D.Sc.)

(a) Minimum time required is:

- i. Two years beyond the master's; and
- ii. Three years without the master's.

(b) More usual time required is:

- i. Three or four years beyond the master's; and
- ii. Four or five years without the master's.

(c) Credit over the amounts stipulated above is allowed up to a maximum of five years beyond the master's and six years without the master's, if justified by the school's requirements for a degree.

(3) Ph.D., Psy.D. in Clinical Psychology

Because of pre-doctoral internship, the minimum time required is:

(a) Three years beyond the master's; and

(b) Four years without the master's.

(c) Credit over the amounts stipulated above is allowed up to a maximum of five years beyond the master's and six years without the master's, if justified by the school's requirements for a degree.

(4) Doctor of Public Health (D.P.H.). Minimum time required is one year beyond the Master of Public Health (M.P.H.) although some institutions require two or more years beyond the M.P.H. Credit shall be allowed in accordance with the formal program requirements of the particular school for such degree.

- (5) Doctor of Pharmacy (Pharm.D.). The applicant is given five years for the bachelor's degree. The Pharm.D. degree is normally awarded an additional one or two years credit, depending upon the requirements of the professional school. Maximum credit for both degrees or for the completion of a combined bachelor-Pharm.D. degree is eight years, if the school requires this period of time.
- (6) Doctor of Optometry (O.D.). Effective June 1, 1988, eight years of credit are awarded for completing basic undergraduate and professional education leading to an O.D. degree provided that at the time the degree was conferred, the program was accredited by the Council on Optometric Education.
- (7) Doctor of Podiatry (D.P.M.). Effective June 1, 1988, eight years of credit are awarded for completing basic undergraduate and professional education leading to a D.P.M. degree, provided that at the time the degree was conferred, the program was accredited by the Council on Podiatric Education.
- (8) Doctorate degree and combined undergraduate-doctorate program in the Medical, Dental, and Veterinary Medicine categories. If the candidate has a Medical Doctor (M.D.), Doctor of Dental Surgery (D.D.S.), Doctor of Dental Medicine (D.M.D.), or Doctor of Osteopathy (D.O.) degree, eight years of credit are awarded. Effective June 1, 1988, candidates having a Doctor of Veterinary Medicine (D.V.M.) degree are awarded eight years of credit.

d. Certification in Dietetics, Therapy, and Health Services (HS) Categories

For the fields listed below, one year of credit is awarded for a certificate requiring a full-time academic year, earned subsequent to the bachelor's degree:

- (1) Medical (Health) Record Administration
- (2) Physical Therapy
- (3) Occupational Therapy
- (4) Speech-Language Pathology and Audiology
- (5) Dietetics

Additional credit is allowed for a combined internship-master's degree program or if more than one year is required by the school for such formal program.

e. Specialty Board Certification

The years of T&E taken in residency preparation for the specialty board are credited in the same manner as other T&E, and may not increase credit already allowed for the same period.

f. Undergraduate and Graduate Training Without the Degree

- (1) Undergraduate training without the degree will not be given credit unless taken in connection with a combined bachelor-doctorate or bachelor-diploma program, or is used to satisfy entrance requirements to a relevant professional school.
- (2) Credit may be given for each year of acceptable graduate training (30 semester hours or equivalent) without the obtaining of a degree if the courses are in the field of the category and/or specialty, or a closely allied and relevant field. For the training to be acceptable, a statement must be obtained from the university stipulating that the applicant met the requirements and standards which degree candidates must meet for the work in question. Credit shall be on a semester hour basis.
- (3) Credit for less than one academic year is given on the semester or semester-hour basis. A complete semester (15 credit hours) will result in six months of credit. Where fewer than 15 semester hours are credited, each three-hour course will result in one month of credit. Credit will not be given for fewer than three semester hours.
- (4) Credit for less than one academic year for courses completed in schools on a basis other than the semester basis is computed by converting to semester hours. For schools on the quarter system, two-thirds of the number of quarter hours will give the equivalent number of semester hours. For schools on the four-course per year, or eight half-course per year system, each completed half-course will result in four semester hours credit.

g. Training in the Uniformed Services

If training obtained in the Uniformed Services has not been credited towards a degree, it may be given credit in accordance with the recommendations in Guide to the Evaluation of Educational Experiences in the Armed Services published by the American Council on Education. If the course is recommended for credit at the college level, credit cannot be given in addition to the bachelor's degree. Credit for graduate work can be given only if the prerequisite for the course is a bachelor's degree, and the applicant has not received credit for similar work in graduate school.

h. Special Professional Training

Special professional training courses must be approved or accredited by the appropriate accrediting body. (See Section E.) If such courses are taken full-time during periods of nonemployment and cannot be credited on a semester or academic year basis, month-for-month credit may be given. If such courses are taken part-time while the individual is employed, a tentative estimate of the equivalent full-time training is made pending board action. Consultation with other board members or accrediting bodies in the field may be held. The maximum credit cannot exceed the total time period involved, e.g., a combination of one year of part-time special training and simultaneous employment cannot exceed one year's credit.

i. Education or Training and Concurrent Creditable Work Experience

- (1) Education or training and concurrent work experience in the university. One year's credit is given for each year of concurrent educational training (i.e., graduate or professional) and professional work experience in the field of the degree. If either the training or experience is on a full-time basis, no more than one year's credit is given. If either the work experience or the concurrent education or training is not in the field of the degree or a closely related field, credit is given only for that percentage of the work or the education which is in the proper field.
- (2) Education or graduate training and concurrent professional experience outside the university. If graduate training is on a full-time basis, part-time professional experience outside of the university does not receive extra credit, since the candidate already receives full credit for the training or education. If graduate education is part-time and the experience is part-time, credit is given for each: graduate training on the basis of acceptable semester hours earned and experience in terms of percentage of time per 40-hour week. However, the amount of time that may be credited in any one year may not exceed one year. If graduate training is part-time and creditable professional experience is full-time, experience only is credited. However, if completion of course work occurs beyond the termination of creditable experience, credit may be given in terms of percentage of an academic year on a semester hour basis.

4. Assigning Credit for Work Experience

a. Acceptability of Professional Work Experience

- (1) Regular and Reserve Corps. No distinction is made between the reserve corps and the regular corps in the evaluation of professional work experience for credit.
- (2) Types of Work Experience. For purposes of crediting professional experience, classification is as follows:
 - (a) Creditable. This is experience at the proper professional level, in the category for which the applicant is considered, or it is experience at the professional level, in an allied field that is considered so relevant or essential to the stipulated category that the experience may be substituted fully for that obtained in the field itself. If time is divided between creditable and non-creditable experience, credit shall be given only for that portion which is deemed creditable. Boards will review claimed experience critically to make certain that it is professionally pertinent to the category/discipline and to disallow sub-professional or inappropriate experience. Additional guidance is provided in the category-specific Exhibits of this INSTRUCTION.

- (b) Non-creditable. Experience which is judged by the board not to be at a proper professional level is non-creditable. This includes all sub-professional experience.

b. Creditable Experience

- (1) Starting Point for Crediting Experience. Generally, experience obtained prior to the qualifying degree for any category is not creditable. Experience is creditable in any category only after the bachelor's degree or equivalent has been obtained. The starting points for crediting experience for specific categories or professions are given in appropriate sections of this INSTRUCTION.
- (2) Crediting Experience Obtained in PHS. Where possible, a work experience credit shall be given for all active duty as a commissioned officer in PHS, regular or reserve, upon any change in category by an officer or upon return to a different category after additional training which leads to the change.
- (3) Crediting Experience for Normal Full-Time Work. Month-for-month credit is allowed for full-time experience which is fully creditable.
- (4) Crediting of Service in a Uniformed Service. If the applicant had completed the education or training necessary to enter his/her professional category or a closely allied professional category before entering a Uniformed Service, he/she is given full credit for full-time experience in the Uniformed Service which meets the requirements of creditable experience, part-time credit if he/she spent part of the time in work in his/her profession (amount of credit to be determined as above for cases of part-time experience), and 1/4 credit for any and all other experience. No credit is given for service in the Uniformed Service if the necessary education or training was not completed prior to entering the armed forces. No credit is given solely for time served in an inactive status in a reserve component of an armed force.

c. General Examples of Work Experience - All Professions

- (1) Creditable Experience
- (a) College or university teaching, consulting or practice, administration, research, professional editing or writing in the field in which application is made, are creditable.
- (b) When an applicant is self-employed, the appropriateness and suitability of the work shall be determined by the board.

- (c) The work must be at the proper level, that is, it must follow the appropriate qualifying degree and must be at the professional rather than sub-professional level.
 - (d) Whenever possible, active-duty work experience in any commissioned officer category of PHS is creditable when there is a change in category.
 - (e) Employment in allied fields is creditable provided it meets the following criteria:
 - i. The allied field must be relevant to the profession of the applicant and must contribute substantially to his/her professional development.
 - ii. The work must be performed in a suitable adequate, recognized organization.
 - iii. The work experience must be at the proper level, as described above.
 - (f) Internship approved by the appropriate body is creditable.
 - (g) Residency approved by the appropriate body is creditable.
 - (h) Counseling experience shall receive credit only in specialties where applicable, (for example, psychology) provided it meets the following criteria:
 - i. The counseling must be at a professional level.
 - ii. Credit is given only for the percentage of time which is spent in professional counseling.
- (2) Non-creditable Experience. The following are examples of non-creditable work experience:
- (a) Employment in work outside the applicant's field or outside an allied and relevant field.
 - (b) Teaching below the college level.
 - (c) Business and fiscal activities, unless there is a special exception for the category.
 - (d) Selling activities, unless there is a special exception for the category.
 - (e) Administration outside of the applicant's field.

5. Assigning Credit for Periods While Seeking Employment

A one time credit of no more than 3 months T&E may be applied following achievement of the initial qualifying degree if the applicant is seeking employment in the area in which the degree is granted.

6. Determination of Entry Grade

- a. General. In all categories the total number of years of creditable T&E may determine the temporary and permanent grade for which an applicant is eligible in accordance with existing policies and practices. However, an applicant with sufficient T&E credit to qualify for any grade above the temporary 0-3 must be appointed to the permanent grade for which he/she qualifies. (See INSTRUCTION 1, Subchapter CC23.4, "Permanent Promotion Program," and INSTRUCTION 2, Subchapter CC23.4, "Temporary Grade Promotions," of this manual.)

Also, for all entry grades, in certain categories or professions, the applicant must have the stated numbers of years of education or experience which are in specified activities. These requirements are stated in the Exhibits to this INSTRUCTION which describe those career categories or professions.

- b. Basic Requirement. For all grades, applicants must have a degree from an approved school, college, or postgraduate institution as specified in Section F., below.
- c. Maximum Entry Grade T&E Credit. Total entry grade T&E credit granted shall be limited to 17 years. The Director, DCP, may waive this T&E limit in the following circumstances:
- (1) When there is a documented shortage against authorized strength in the specialty and in the grade for which the appointee is nominated.
 - (2) In cases of documented service in the PHS Clinical, Research, or Staff Associate Programs, without further justification.
 - (3) In highly extraordinary circumstances not contemplated in (1) or (2), above, which are approved by SG.

A request for waiver of the 17 year limit must be forwarded prior to the call to active duty and be supported by the Agency or Program Head.

- d. Recall to Active Duty from Inactive Reserve. The above T&E limitation does not apply to officers being recalled from the Inactive Reserve. Officers will be recalled from the Inactive Reserve at the highest temporary grade held during an extended tour of active duty, up to and including the temporary 0-6. Officers will be recalled at a permanent grade no greater than the permanent 0-4 (if qualified) unless a higher permanent grade was previously held.
- e. Special Circumstances Promotion. If an applicant meets the required T&E credit, but does not have the required number of years of service, or if a member of the Inactive Reserve will not be recalled to active duty in their own right at higher than the permanent 0-4, he/she may be considered for a special circumstance promotion upon call to extended active duty. See Section F., 2., c., INSTRUCTION 2, Subchapter CC23.4. This will include presenting the Agency or Program Head's justification along with the applicant's application material to a regularly scheduled promotion board for its recommendation.

- f. No Retroactive Grade Changes. Except as authorized by Section E.2.b, above, there shall be no retroactive changes made to the number of years of credit granted to officers on active duty prior to the effective date of this INSTRUCTION. If a change in T&E credit is made as the result of a post call to active duty request for re-evaluation, based on the provision of new information by the officer, it shall not be made retroactive.
- g. Eligibility for Future Promotions. Once an applicant has been appointed and called to extended active duty, his/her eligibility for future permanent grade and temporary grade promotions is shown in the chart below.

Number of Years of Collegiate and Professional Training and Appropriate Experience		
<u>Grade</u>	<u>Temporary</u> (Regular and Reserve Corps)	<u>Permanent</u> (Reserve Corps)
Junior Assistant (01)	Minimum 4 years bachelor's degree	
Assistant (02)	4	7
Senior Assistant (03)	8	10
Full (04)	12	17*
Senior (05)	17	24**
Director (06)	24	Requires 4 years service in permanent senior grade

- (1) Before an officer may be considered for a temporary grade promotion, he/she must be on continuous active duty in his/her current tour in PHS for a minimum of:

6 months	for T-04
1 year <u>and</u> with a minimum of 17 years T&E credit	for T-05
3 years <u>and</u> with a minimum of 24 years T&E credit	for T-06

This requirement does not apply to officers recalled from the Inactive Reserve. Officers recalled from the Inactive Reserve will be considered by the next regularly scheduled promotion board for which they are eligible subsequent to the most recent EOD/CAD.

- (2) There shall be no waiver for this policy.

* Appointments are limited to permanent Full grade in restricted categories: Pharmacy, Sanitarian, Nurse, Dietetics, Therapy, and Health Services.

** Appointments are limited to permanent Senior grade in nonrestricted categories: Medical, Dental, Scientist, Engineer, and Veterinary.

Section F. Accreditation

1. Acceptability of School

- a. In order to be creditable, a degree must have been obtained from an approved school offering an appropriate educational program. An approved school is one which has been accredited or approved by a nationally recognized professional accrediting body or bodies acceptable to the Director, DCP.
- b. Comprehensive listings of approved schools are contained in Accredited Higher Institutions published by the American Council on Education. The U. S. Department of Education publishes annually an Education Directory which furnishes information on accreditation. These should be used as basic references.
- c. Accrediting bodies acceptable to the Director, DCP, from which current lists of approved degree programs are obtained include:

Medical: Council on Medical Education and Hospitals of the American Medical Association
515 North State Street
Chicago, IL 60610

Bureau of Professional Education
Committee on Colleges of the American Osteopathic Association
142 East Ontario Street
Chicago, IL 60611

Dental: Council on Dental Education of the American Dental Association
211 East Chicago Avenue
Chicago, IL 60611

Nurse: National League for Nursing
350 Hudson Street
New York, NY 10014

Engineer: Accreditation Board for Engineering and Technology
345 East 47th Street
New York, NY 10017-2397

Scientist: Accredited Higher Institutions published by the American Council on Education is used as a general guide.

Sanitarian: Accredited Higher Institutions published by the American Council on Education is used as a general guide.

Consultation may be made with:

National Environmental Health Association
720 South Colorado Boulevard
South Tower - Suite 970
Denver, CO 80222

Veterinary: Council on Education of the American Veterinary
Medical Association
1931 North Meacham Road, Suite 100
Schaumburg, IL 60173-4360

Pharmacy: American Council on Pharmaceutical Education
311 West Superior Street, Suite 512
Chicago, IL 60610

Dietetics: Commission on Accreditation of the American Dietetic
Association
216 W. Jackson Boulevard - Suite 800
Chicago, IL 60606-6995

Therapy: Council on Medical Education and Hospitals of the
American Medical Association
515 North State Street
Chicago, IL 60610

American Physical Therapy Association
1111 N. Fairfax Street
Alexandria, VA 22314

American Occupational Therapy Association
4720 Montgomery Lane
Bethesda, MD 20814-3425

American Speech-Language and Hearing Association
10801 Rockville Pike
Rockville, MD 20852

Health Services:

Dental American Dental Association Commission on Dental
Hygiene: Accreditation
211 East Chicago Avenue
Chicago, IL 60611

Medical Division of Allied Health Education and
Technology: Accreditation of the American Medical Association
515 North State Street
Chicago, IL 60610

Medical Division on Allied Health Education and
Record Accreditation of the American Medical Association
Adminis- 535 N. Dearborn Street
tration: Chicago, IL 60610

Social Work: Council on Social Work Education
 1600 Duke Street, Suite 300
 Alexandria, VA 22314-3421

Public Health Education: The Council on Education for Public Health
 1015 - 15th Street, NW, Suite 403
 Washington, DC 20005

Optometry: Council on Optometric Education of the American
 Optometric Association
 243 S. Lindberg Boulevard
 St. Louis, MO 63141

Health Services Administration: Accrediting Commission on Education for Health
 Services Administration
 1911 N. Ft. Myer Drive
 Arlington, VA 22209

Podiatry: Council on Podiatric Medical Education
 9312 Old Georgetown Road
 Bethesda, MD 20814-1621

Physician Assistant: Division of Allied Health Education and
 Accreditation of the American Medical Association
 515 North State Street
 Chicago, IL 60610

Clinical Psychology: American Psychological Association
 750 First Street, N.E.
 Washington, DC 20002-4242

- d. Schools or programs must be accredited at the time of the applicant's graduation. When a school is not on any accredited list, or is a foreign school, it is the responsibility of the Director, DCP to determine if the school was accredited at the time the candidate graduated.

Section G. Privacy Act Provisions

Personnel records are subject to the Privacy Act of 1974. The applicable systems of records are 09-37-0002, "PHS Commissioned Corps General Personnel Records," HHS/OASH/OSG, and 09-37-0005, "PHS Commissioned Corps Board Proceedings," HHS/OASH/OSG.

Attachment A

Licensure Exceptions for New Graduates

One Year Exceptions

Individuals who have obtained the required qualifying degree or completed the required first year of postgraduate education within 12 months of the date of call to active-duty in the categories listed below, who are not licensed/registered/certified as appropriate, may be appointed to the reserve corps for a limited tour of duty not to exceed one year. Evidence of licensure/registration/certification as appropriate, is required for removal of the limitation and for retention in the PHS Commissioned Corps.

Medical

- a. If the postgraduate medical education requirement is waived, new physician graduates may be appointed to the reserve corps for a limited tour of duty not to exceed one year.
- b. PHS-sponsored graduates of the Uniformed Services University of the Health Sciences are commissioned into the regular corps immediately upon graduation and thus are unable to complete the clinical requirements for the United States Medical Licensing Examination (USMLE) until the end of their first postgraduate year and first year as PHS Commissioned Corps medical officers. Therefore, the requirements for a current, valid, and unrestricted, license and the associated provision for a one-year license limited tour, become applicable at the end of their first postgraduate year.

Dental

- a. A new graduate who enters directly into a dental residency and enters the commissioned corps immediately following its completion, without intervening practice, may be appointed to the reserve corps for a limited tour of duty not to exceed one year.
- b. An exception to the general policy may be made in the case of a dentist who has met all professional requirements for admission to the State licensure examination and has passed such examination, but who has been issued a limited State license on the basis of not meeting the residency requirements of that State.

Scientist

Veterinary

Pharmacy

New pharmacy graduates may be appointed to the reserve corps for a limited tour of duty not to exceed one year. An unlicensed graduate will function only in a closely supervised setting until such time that he/she becomes licensed.

Dietetics

New dietetics graduates may be appointed to the reserve corps at the Assistant (O-2) pay grade for a limited tour of duty not to exceed one year. An unlicensed graduate will function only in a closely supervised setting until such time that he/she becomes licensed.

TherapyOccupational TherapyPhysical TherapySpeech-Language Pathology and Audiology

New graduates of speech-language pathology and audiology, who are not certified by American Speech-Language and Hearing Association (ASHA), may be appointed to the reserve corps for a limited tour of duty not to exceed one year provided that (1) all education requirements necessary for certification by ASHA have been completed, and (2) a certified speech-language pathologist or audiologist (depending upon the discipline for which the applicant is seeking commissioning) is available at the duty site to provide proper supervision.

Health ServicesDental HygieneMedical (Health) Record AdministrationMedical TechnologistsOptometry

- a. A new graduate who enters directly into an optometry residency and enters the commissioned corps immediately following its completion without intervening practice, may be appointed to the reserve corps for a limited tour of duty not to exceed one year.
- b. If commissioned upon successful completion of Parts I, II, and III of the National Boards in Optometry, the officer has 12 months in which to obtain licensure in a State. Officers will be commissioned on a limited tour of duty consistent with the above.

Physician AssistantPodiatryThree-year Licensure ExceptionHealth ServicesSocial Work

Newly graduated social workers may be appointed to the reserve corps for a limited tour of duty not to exceed three years, during which they must obtain licensure or certification.

EXHIBIT I

MEDICAL APPOINTMENT STANDARDS

REQUIREMENTS FOR APPOINTMENT TO THE RESERVE CORPS

1. LICENSURE/REGISTRATION

A current, unrestricted, and valid medical license in a State is required for appointment.

2. TRAINING REQUIREMENTS AND CALCULATION OF CREDIT FOR TRAINING

a. Professional education

- (1) The applicant must have attained an M.D. or D.O. degree from a program which, at the time the degree was conferred, was accredited by the Council on Medical Education and Hospitals of the American Medical Association or the Bureau of Professional Education of the American Osteopathic Association. In addition, the applicant must have successfully completed one year of postgraduate medical education (internship or first year of residency training) in a program which, at the time the training was undertaken, was accredited by the Accreditation Council for Graduate Medical Education of the American Medical Association or the Department of Education of the American Osteopathic Association. The Director, DCP, may waive the postgraduate medical education requirement in the case of applicants for nonclinical positions who possess exceptional qualifications, not readily available elsewhere in the commissioned corps, for the performance of special duties with PHS.
- (2) All candidates having the M.D. or D.O. degree (or equivalent degree with different title or abbreviation), are given eight years of credit for basic undergraduate and professional education toward the M.D. degree.
- (3) Formal, supervised training and/or research in a recognized fellowship program or its equivalent taken while in pursuit of the professional degree and in addition to the formal degree program may be credited.

b. Graduate training

Graduate education or training toward a master's or a doctorate in allied, relevant fields may be credited. Full credit is awarded for graduate degrees or graduate work without obtaining the degree provided training is in excess of, and not in any way part of, the basic professional degree training. This means that the work does not overlap any professional degree work and the credits are not used toward earning the required professional degree. Allied, relevant fields include the following:

- (1) Medical specialties;

- (2) Biological, physical, chemical, and mathematical or statistical sciences;
- (3) Social sciences (for example, Anthropology, Economics, Psychology, and Sociology);
- (4) Sanitary sciences; (for example, Sanitary Engineering, milk and food sciences);
- (5) Public health sciences;
- (6) Computer sciences.

c. Non-creditable training

Graduate training which is not comparable to the allied relevant fields listed above is not creditable.

3. WORK EXPERIENCE

a. Fully creditable

The following are examples of fully creditable work experience:

- (1) Private, clinic, or group practice (after receipt of the professional degree);
- (2) Employment in the field, at a professional level, (after completion of all requirements for the professional degree), by an adequate, suitable organization such as Federal, State, county, or municipal government, industrial concern, etc.;
- (3) Teaching in the field or an allied, relevant field at the college, university or professional school level, whether done before or after obtaining the professional degree. To be creditable, the applicant must have had at least one year of graduate training (i.e., a master's or equivalent) in the field in which he/she is teaching. Allied, relevant fields are listed in 2.b. above;
- (4) Research in the field or allied relevant field at the professional level, whether before or after professional degree is obtained; (This is not meant to include routine laboratory work.)
 - (a) For allied relevant fields see 2.b. above;
 - (b) To be creditable, the applicant must have had at least one year of graduate training (i.e., a master's or equivalent) in the field in which he/she is doing research;
- (5) Editing or writing in the professional field after the qualifying degree is obtained.

b. Non-creditable

The following are examples of non-creditable work experience:

- (1) Teaching any subject below the college or university level;
- (2) Routine laboratory duties such as cleaning equipment, animal care, filing of data, or performing routine duties under supervision;
- (3) Non-professional administrative activities;
- (4) Selling, fiscal, business, or other comparable types of activities outside the profession.

ADDITIONAL REQUIREMENTS FOR APPOINTMENT TO THE REGULAR CORPS

None.

EXHIBIT II

DENTAL APPOINTMENT STANDARDS

REQUIREMENTS FOR APPOINTMENT TO THE RESERVE CORPS

1. LICENSURE/REGISTRATION

A current, unrestricted, and valid dental license in a State is required.

2. TRAINING

a. Professional education

- (1) The applicant must have attained a D.D.S. or D.M.D. degree from a program which, at the time the degree was conferred, was accredited by the Commission on Dental Accreditation of the American Dental Association. All candidates having the D.D.S., or D.M.D. degrees (or equivalent degrees with different titles or abbreviations) are given eight years of credit for basic undergraduate and professional education toward the degree.
- (2) Formal, supervised training and/or research in a recognized fellowship program or its equivalent taken while in pursuit of the professional degree and in addition to the formal degree program may be credited.

b. Graduate training

Graduate education or training toward a master's or a doctorate in allied, relevant fields may be credited. Full credit is awarded for graduate degrees or graduate work without obtaining the degree provided training is in excess of, and not in any way part of, the basic professional degree training. This means that the work does not overlap any professional degree work and the credits are not used toward earning the required professional degree. Allied, relevant fields include the following:

- (1) Dental specialties;
- (2) Biological, physical, chemical, and mathematical or statistical sciences;
- (3) Other fields of scientific study, e.g., social sciences, anthropology, economics, management, public health, and education.

c. Non-creditable training

Graduate training which is not comparable to the allied relevant fields listed above is not creditable.

3. WORK EXPERIENCE

a. Fully creditable

The following are examples of fully creditable work experience:

- (1) Private, clinic, or group practice (after receipt of professional degree);
- (2) Employment in the field, at a professional level, (after completion of all requirements for the professional degree), by an adequate, suitable organization such as Federal, State, county, or municipal government, industrial concern, etc.;
- (3) Teaching in the field or an allied, relevant field at the college, university or professional school level, whether done before or after obtaining the professional degree. To be creditable, the applicant must have had at least one year of graduate training (i.e., a master's or equivalent) in the field in which he/she is teaching. Allied, relevant fields are listed under 2.b. above;
- (4) Research in the field or allied, relevant field at the professional level, whether before or after the professional degree is obtained; (This is not meant to include routine laboratory work.)
 - (a) For allied, relevant fields see 2.b. above;
 - (b) To be creditable, the applicant must have had at least one year of graduate training (i.e., a master's or equivalent) in the field in which he/she is doing research;
- (5) Editing or writing in the professional field after obtaining the qualifying professional degree.

b. Non-creditable

The following are examples of non-creditable work experience:

- (1) Teaching any subject below the college or university level;
- (2) Routine laboratory duties, such as cleaning equipment, animal care, filing of data, or performing routine duties under supervision;
- (3) Non-professional administrative activities;
- (4) Selling, fiscal, business, or other comparable types of activities outside the profession.

ADDITIONAL REQUIREMENTS FOR APPOINTMENT TO THE REGULAR CORPS

None.

EXHIBIT III

NURSE APPOINTMENT STANDARDS

REQUIREMENTS FOR APPOINTMENT TO THE RESERVE CORPS

1. LICENSURE/REGISTRATION

Registration as a graduate professional nurse in a State is required. Licensure of nurses who graduated after December 1, 1988, must be based on passing the National Council of State Boards of Nursing Licensure Exam.

2. TRAINING

a. Qualifying professional education

The applicant must have earned a baccalaureate degree, or a master's degree (with no qualifying baccalaureate degree), from a nursing program accredited by the National League for Nursing (NLN) at the time of graduation.

The graduate is given four years of credit for the qualifying degree (baccalaureate or master's in nursing) retroactive from the first day of the first month after receipt of initial licensure. No additional credit will be allowed for any academic work, undergraduate or graduate, completed prior to the qualifying degree in nursing.

(The applicant with an associate degree (A.D.) in nursing or diploma in nursing receives no credit for the associate degree or diploma, whether or not the program was accredited by the NLN at the time of graduation. Work done in association with the A.D. or a diploma is considered as having been incorporated into the four years allowed for the qualifying degree.)

b. Graduate education

After completion of the qualifying baccalaureate or master's degree, study in a field deemed to be allied and relevant to professional nursing activities of PHS Commissioned Corps nurse officers is fully creditable. Time credit is given on the basis of the length of time spent in full-time graduate study or its equivalent, whether a graduate degree is achieved or not. Acceptable advanced degree courses, in addition to those in any field of nursing, include but are not limited to those in public health, the biological, physical, and social sciences, and in health care administration.

c. Non-creditable education

Post-qualifying degree study which has not been designated as, or is not comparable to, the nursing or allied and relevant fields listed above is not creditable.

3. WORK EXPERIENCE

a. Fully creditable experience

Experience in the fields of nursing occurring after attainment of the qualifying degree including clinical nursing practice at any level, teaching nursing (both practical and professional) in an accredited institution, consultation, research, and administration is fully creditable. Only the actual time worked shall be counted.

b. Optional creditable experience

Experience in a non-nursing position or capacity (occurring after attainment of the qualifying degree) in fields closely allied or comparable to nursing, i.e., in health care, research, public health; in the physical, biological and social sciences; experience in administration of hospitals, long-term care facilities, acute care facilities, public health or community health agencies; nursing informatics/computer technology; and quality assurance, peer review or utilization review; is creditable if the board deems it relevant to professional nursing activities of PHS Commissioned Corps officers. The time creditable shall be determined by the board.

c. Non-creditable experience

Work experience which does not meet the criteria in 3.a. and b. above, or which cannot be fully substituted for such experience is not creditable.

d. Special experience requirements for permanent grades

The number of years of training and experience required for appointment at permanent grades 0-3 and 0-4 (see Section E.5.e.) must include at least one year of clinical experience in nursing (direct patient care). Only experience after the qualifying degree can serve to meet these requirements.

ADDITIONAL REQUIREMENTS FOR APPOINTMENT TO THE REGULAR CORPS

None.

EXHIBIT IV

ENGINEER APPOINTMENT STANDARDS

REQUIREMENTS FOR APPOINTMENT TO THE RESERVE CORPS

1. LICENSURE/REGISTRATION

None.

2. TRAINING

Minimum program must meet one of the following:

a. A bachelor's degree in engineering from an approved engineering program (degrees in an engineering-related curriculum, e.g., engineering technology, are not acceptable); or

b. A bachelor's degree, plus a master's degree in engineering from a program approved at either the baccalaureate or master's level. In addition, the applicant must have completed the necessary engineering and engineering-related courses during the bachelor's curriculum, or supplemental to the master's curriculum, which serve as a firm foundation for the advanced degree in engineering. This course work must have the same or greater breadth and depth of course work in mathematics, physical and biological sciences, engineering mechanics, and liberal arts as are found in an approved engineering curriculum at the bachelor's level.

c. Amount of credit for undergraduate degrees

(1) Four years of credit are normally given for the bachelor's degree; however, a maximum of five years of credit is given for the bachelor's degree earned from a university with a bona fide cooperative or five-year academic program.

(2) Credit can be given for more than four years only if the candidate took courses in addition to degree requirements that are judged by the board to be highly similar to courses required in the bona fide five-year bachelor's degree program. The five-year degree curriculum should be used as the standard by which to judge the appropriateness of the additional course work taken.

d. Graduate training

Full credit is given for graduate training in engineering or in allied, relevant fields that will contribute greatly to the professional development of the applicant. Allied, relevant fields include the following:

Aquatic Biology	Industrial Hygiene
Biochemistry	Mathematics
Biometrics	Meteorology
Biophysics	Microbiology
Chemistry	Oceanography
City or Regional Planning	Physics
Engineering Administration	Physiology
Engineering Physics	Public Health
Entomology	Statistics
Epidemiology	

If the graduate degree is not received, it must be established that each year of graduate work is at the level required of degree applicants.

e. Non-creditable training

Graduate training which has not been designated as, or is not comparable to, the allied, relevant fields listed above, is not creditable.

2. WORK EXPERIENCE

a. Fully creditable

Work experience in any field of engineering or in an allied, relevant field that may be fully substituted for engineering is fully creditable. All work experience must be at the professional level and must come after obtaining the bachelor's degree. Examples of fully creditable work experience include the following:

- (1) College or university teaching, research, consultation or practice, administration, professional editing or writing in any area of engineering or a closely allied science such as engineering physics, industrial hygiene, public health, sanitary science, computer systems, etc.;
- (2) Experience in the following or in comparable fields is creditable provided that engineering at the post-bachelor's professional level is a major component of the work: engineering design of structures, research instruments, etc.; public health administration; supervision, inspection, or instrumentation work involved in construction; sales engineering.

b. Non-creditable work

The following are examples of non-creditable work experience:

- (1) Teaching any subject below the college or university level;
- (2) Skilled craftsman;
- (3) Mechanic;
- (4) Administrative position in a non-professional field;

- (5) Sales (except engineering as in a. (2) above);
- (6) Fiscal activities in a non-professional field;
- (7) Routine duties in laboratory work, equipment care, and engineering aide or assistant types of work.

ADDITIONAL REQUIREMENTS FOR APPOINTMENT TO THE REGULAR CORPS

1. REGISTRATION

See 2.b. below

2. TRAINING

Minimum program must meet one of the following:

- a. A bachelor's degree in engineering plus a master's degree from an approved school in engineering, public health, or another field of clear potential value in PHS engineering activities; or
- b. A bachelor's degree in engineering from an approved school plus registration or board certification, by examination, as a Professional Engineer, Health Physicist, or Industrial Hygienist; or
- c. An acceptable bachelor's degree in engineering-related science, plus a master's degree in engineering from an approved school. Course work taken by the applicant in the Bachelor of Science curriculum must be carefully examined to determine its acceptability to serve as a firm foundation for the advanced degree in engineering. The bachelor's curriculum must have the same or greater breadth and depth of course work in mathematics, physical and biological sciences, engineering mechanics, and liberal arts as are found in an approved engineering curriculum. Lesser requirements for engineering design courses will be allowed.

EXHIBIT V

SCIENTIST APPOINTMENT STANDARDS

REQUIREMENTS FOR APPOINTMENT TO THE RESERVE CORPS1. LICENSURE/REGISTRATION

If a qualifying doctoral level degree is in any of the disciplines (professions) requiring licensure as described in Exhibits I - XI, a current, unrestricted, and valid license is required.

2. TRAININGa. Professional education

A doctorate, in course, is required; the Ph.D., D.P.H., D.Sc., or Ed.D is acceptable if the degree requirements included successful completion of independent and original research in the specialty field. If the applicant has completed all requirements for the degree but has not yet obtained the diploma, a statement from the Dean of the Graduate School is to be accepted in lieu of the degree. The candidate's date of eligibility for appointment shall be based on this official letter. This document should state that the applicant has completed all requirements for the doctorate and that the degree will be awarded at the next appropriate convocation to be held at a stipulated time. The number of years of credit is assigned in accordance with Section E. of this INSTRUCTION.

b. Other graduate and post-doctoral training

(1) Post-doctoral training in the applicant's field is fully creditable.

(2) Following are allied fields for purposes of assigning credit for graduate or post-doctoral training. It is emphasized that credit for graduate training in allied fields is awarded only if the training is in excess of, and not in any way part of, the doctorate training.

(a) Candidates in the biological sciences: Anatomy, Aquatic Biology, Bacteriology, Biochemistry, Biology, Biophysics, Ecology, Entomology, Genetics, Malacology, Microbiology, Mycology, Oncology, Parasitology, Protozoology, Virology, and Zoology.

i. In addition to credit for the doctorate in the applicant's biological field, full credit is awarded for graduate degrees or acceptable graduate work without obtaining the degree in practically any other biological science, including those listed above, provided the work does not overlap any other graduate work, and the credits are not used toward earning the required doctorate.

- ii. In special cases when, due to the training and experience of the candidate, the board considers any of the following a truly relevant, allied field, the applicant in a biological field is given full credit for graduate training:

Biometrics	Statistics
Chemistry	Physics
Mathematics	Psychology

(b) Candidates in Physics, Chemistry, and Mathematics

- i. In addition to credit for the doctorate in one of these fields, full credit is assigned for acceptable graduate work in any of the others, provided it does not overlap any other graduate work, and the credits are not used toward earning the required doctorate.
- ii. In special cases, as determined by the board, full credit is given for acceptable graduate training in the biological sciences.

(c) Candidates in Psychology, Sociology, Anthropology.

- i. In addition to credit for the doctorate in one of these fields, full credit may be received for acceptable graduate work in any of the others, provided there is no overlapping graduate work and the credits are not used toward earning the required doctorate.
- ii. In addition to credit for the doctorate in Psychology, full credit is assigned for acceptable graduate work in Physiology, Neurology, Genetics, Anthropology, Mathematics, and Statistics, and in special cases as determined by the board, in Physics and Chemistry, provided there is no overlapping graduate work and the credits are not used toward earning the required doctorate.

c. Non-creditable training

Graduate training which is not comparable to the allied, relevant fields listed above is not creditable.

3. WORK EXPERIENCE

a. Fully creditable

Research, college or university teaching, consulting or practice, administration, professional editing, or writing in the applicant's field at a post-bachelor's and professional level is fully creditable. Work in any other field may be credited only on the basis of the Board's decision that the work is strictly comparable to that in the field itself. This might be done, for example, in the case of Biochemistry and Physiology, Parasitology and Protozoology, or possibly

others. For teaching to be creditable, the applicant must have had at least one year of graduate work in the field in which he/she is teaching. Part-time teaching performed during graduate training may be creditable in accordance with Section E. of this INSTRUCTION.

b. Non-creditable

The following are examples of non-creditable work experience:

- (1) Research assistance or services at a routine or sub-professional level; for example, animal care, care and cleaning of laboratory equipment, filing of data, and other routine duties under supervision;
- (2) Teaching any subject below the college or university level;
- (3) Administrative position in any field except the applicant's, unless in the judgment of the board, the work is relevant;
- (4) Fiscal, accounting, selling, business, or other comparable types of activities.

ADDITIONAL REQUIREMENTS FOR APPOINTMENT TO REGULAR CORPS

None.

EXHIBIT VI

SANITARIAN APPOINTMENT STANDARDS

REQUIREMENTS FOR APPOINTMENT TO THE RESERVE CORPS

1. LICENSURE/REGISTRATION

None.

2. TRAINING/EDUCATION

A bachelor's, masters or doctoral degree from one of the following is required:

- a. Environmental health from a program accredited by the National Environmental Health Science and Protection Accreditation Council; or
- b. Industrial hygiene for a program accredited by the Accreditation Board for Engineering and Technology for the American Board of Industrial Hygiene; or
- c. Radiation health, radiation physics, health physics, or medical physics from an accredited program by the American Board of Health Physics; or
- d. Master's degree in environmental or occupational health from a school of public health accredited by the Council on Education on Public Health (CEPH); or
- e. Certification as an Industrial Hygienist (CIH) by the American Board of Industrial Hygiene; or
- f. Certification as a Health Physicist (CHP) by the American Board of Health Physics.

3. WORK EXPERIENCE

- a. Work experience in the actual practice of environmental health, radiation physics, radiation health, health physics, medical physics, or industrial hygiene after obtaining the qualifying degree identified in Section 2., above, is fully creditable. If the appointment is made via certification as an industrial hygienist or health physicist, then the T&E is calculated based upon degree plus professional level work experience as recognized by the respective accrediting Boards. Creditable experience must have been related to the public health aspects of the environment and include, but need not be limited to supervision, management, operation, teaching, investigation or research in the following areas:

Air pollution control, environmental health emergency response activities, epidemiological investigations, housing and institutional environmental health, industrial hygiene, milk and food sanitation, occupational safety and health, radiological health, recreational environmental sanitation, solid and hazardous waste management, injury

prevention, vector control, wastewater management, water quality including installation, treatment, and distribution. Teaching at the college or university level in any of the environmental health work areas is fully creditable.

- b. Non-creditable work experience includes teaching below the 2-year college or university level; laboratory duties; selling, business, and fiscal activities; administrative activities outside of the work area of the professional sanitarian, environmental health specialist, industrial hygienist, or health physicist.

ADDITIONAL REQUIREMENTS FOR APPOINTMENT TO THE REGULAR CORPS

1. LICENSURE/REGISTRATION/CERTIFICATION

A current, unrestricted appropriate registration, license or certification by examination, and

2. TRAINING/EDUCATION

An accredited master's degree in environmental health, industrial hygiene, occupational safety and health, public health, master's degree in radiation health, radiation physics, health physics, or medical physics.

EXHIBIT VII

VETERINARY APPOINTMENT STANDARDS

REQUIREMENTS FOR APPOINTMENT TO THE RESERVE CORPS1. REGISTRATION/LICENSURE

A current, unrestricted, and valid veterinary medical license in a State is required.

2. TRAININGa. Professional education

- (1) The applicant must have attained a D.V.M. degree from a program which, at the time the degree was conferred, was accredited by the Council of Education of the American Veterinary Medical Association. As of June 1, 1988, candidates having the D.V.M. are awarded eight years of credit.
- (2) Formal, supervised training and/or research in a recognized fellowship program or its equivalent taken while in pursuit of the professional degree and in addition to the formal degree program may be credited.

b. Graduate training

Graduate education or training toward a master's or a doctorate in allied, relevant fields may be credited. Full credit is awarded for graduate degrees or graduate work without obtaining the degree provided training is in excess of, and not in any way part of, the basic professional degree training. This means that the work does not overlap any professional degree work and the credits are not used toward earning the required professional degree. Allied, relevant fields include the following:

- (1) Veterinary or medical specialties;
- (2) Biological, physical, chemical, and mathematical or statistical sciences;
- (3) Social sciences (for example Anthropology, Economics, Psychology, and Sociology);
- (4) Sanitary sciences (for example, Sanitary Engineering, milk and food sciences);
- (5) Public health sciences.

c. Non-creditable training

Graduate training which is not comparable to the allied, relevant fields listed above is not creditable.

3. WORK EXPERIENCE

a. Fully creditable

The following are examples of fully creditable work experience:

- (1) Private, clinic, or group practice (after receipt of the professional degree);
- (2) Employment in the field, at a professional level (after receipt of professional degree), by an adequate, suitable organization such as Federal, State, county, or municipal government, industrial concern, etc.;
- (3) Teaching in the field or an allied, relevant field at the college, university or professional school level, whether done before or after obtaining the professional degree. To be creditable, the applicant must have had at least one year of graduate training (i.e., a master's or equivalent) in the field in which he/she is teaching;
- (4) Research in field or allied, relevant field at the professional level, whether before or after professional degree is obtained; (This is not meant to include routine laboratory work.)
 - (a) For allied relevant fields, see 2.b., above;
 - (b) To be creditable, the applicant must have had at least one year of graduate training (i.e., master's or equivalent) in the field in which he/she is doing research. Part-time research performed during graduate training is creditable in accordance with Section E., of this INSTRUCTION;
- (5) Editing or writing in the professional field after obtaining the qualifying professional degree.

b. Non-creditable

The following are examples of non-creditable work experience:

- (1) Teaching any subject below the college or university level;
- (2) Routine laboratory duties, such as cleaning equipment, animal care, filing of data, or performing routine duties under supervision;
- (3) Non-professional administrative activities;
- (4) Selling, fiscal, business, or other comparable types of activities outside the profession.

ADDITIONAL REQUIREMENTS FOR APPOINTMENT TO THE REGULAR CORPS

None.

EXHIBIT VIII

PHARMACY APPOINTMENT STANDARDS

REQUIREMENTS FOR APPOINTMENT TO THE RESERVE CORPS1. LICENSURE/REGISTRATION

A current, unrestricted, and valid license as a pharmacist under a pharmacy practice act of a State is required.

2. TRAININGProfessional Education

The applicant must have earned his/her first professional pharmacy degree (B.S. or Pharm.D.) from a school or college of pharmacy accredited by the American Council on Pharmaceutical Education (ACPE) at the time of the applicant's graduation.

a. Bachelor's (B.S.) Degree

The applicant is given a maximum of five years of credit for the qualifying bachelor's degree, depending upon the school's required length of a program normally leading to the degree.

b. Doctor of Pharmacy (Pharm.D.) Degree

The applicant with a Pharm.D. degree is given additional credit depending upon the school's required length of a program normally leading to that degree. Applicants with a Pharm.D. as their first professional degree, and no other qualifying pharmacy degree, will be given eight years of training and experience (T&E) credit for their Pharm.D. degree.

c. Combined B.S. and Pharm. D. Degrees

An applicant with more than one earned pharmacy degree will have his/her first professional pharmacy degree, from a school or college of pharmacy accredited by ACPE at the time of his/her graduation, established as the 'qualifying' degree. Any professional experience, creditable under 3.a. below, will be considered in the training and experience (T&E) calculation, as will any other earned pharmacy degree. The amount of credit is assigned in accordance with Section E. of this INSTRUCTION and is dependent upon the school's or college's required length of the program leading to the degree. Minimum credit for a combined Bachelor's-Pharm.D. degree is eight years.

EXIHIBIT VIII (Continued)

PHARMACY APPOINTMENT STANDARDS

d. Graduate education

Graduate education in any field of pharmacy (including, but not limited to: pharmaceutical chemistry, pharmacology, pharmacognosy, pharmacy administration, pharmaceuticals, institutional pharmacy) and in allied and relevant fields, with or without obtaining a graduate degree, is fully creditable. Allied and relevant fields include the following: public health; hospital administration; health or medical care administration; organic, analytical, or inorganic chemistry; health physics; and toxicology. The amount of credit is assigned in accordance with Section E. of this INSTRUCTION.

e. Non-creditable education

Graduate education which has not been designated as, or is not comparable to, the pharmacy or allied and relevant fields listed above is not creditable.

3. WORK EXPERIENCEa. Fully creditable experience

Experience in the field of pharmacy at the professional level, including practice, consultation, accredited college or university teaching, administration, research, writing, or editing which is done subsequently to the obtaining of the qualifying pharmacy degree, is fully creditable. The following fields of pharmacy are included: hospital, community, industrial, academic, and government (Federal, State, or local). Many aspects of professional pharmacy practice are associated with the transfer, marketing, regulation, management, or payment for pharmaceuticals, medical devices, and medical foods. Nothing in the general provisions of this Subchapter (Section E.4.c(2)(c)(d)) shall preclude crediting of such experience if performed at the appropriate professional level. Credit may be given for experience in allied and relevant fields only after thorough evaluation by the appointment board. In evaluating relevancy, the board shall consider the extent of pharmacy knowledge and experience required or beneficial to the experience in question.

b. Non-creditable experience

Work experience which does not meet the criteria in 3.a. above, or which cannot be fully substituted for such experience, is not creditable.

ADDITIONAL REQUIREMENTS FOR APPOINTMENT TO THE REGULAR CORPS. None

EXHIBIT IX

DIETETICS APPOINTMENT STANDARDS

REQUIREMENTS FOR APPOINTMENT TO THE RESERVE CORPS

1. LICENSURE/REGISTRATION

A current, unrestricted, and valid registration by the Commission on Dietetic Registration of the American Dietetic Association (ADA) is required.

2. TRAINING

Qualifying Professional Education

The academic requirements include at least one of the following qualifying degrees: a baccalaureate degree, a master's degree (with no qualifying baccalaureate degree), a doctoral degree (with no qualifying baccalaureate degree), or from a U.S. regionally-accredited college or university with a major in Foods and Nutrition, Dietetics, Institution Management, Public Health Nutrition, Food Science, Sports Nutrition, or Animal Nutrition.

o Minimum Academic Requirements

Completion of current Didactic Program in Dietetics (Plan IV/V) minimum academic requirements as approved by the ADA.

In addition to academic requirements, applicants must present verification of completion of an ADA accredited/approved pathway:

- o Accredited Dietetic Internship Program
- o Accredited Coordinated Program
- o Approved Pre-professional Practice Program
- o *Qualifying Experience With An Advanced Degree
- o *Three-Year Pre-Planned Experience Program

* After June 30, 1993, these programs were no longer an approved ADA pathway.

3. CREDITABLE WORK EXPERIENCE

The work experience must be subsequent to completion of the bachelor's or higher degree(s) in Food and Nutrition, Dietetics, Institution Management, Public Health Nutrition, Food Science, or Animal Nutrition. Experience in the field of nutrition and dietetics at the registered dietitian eligible level must include at least one of the following:

- o college or university teaching in a related field
- o research in nutrition
- o nutrition and dietetics consultation
- o administrative or clinical dietetics practice in a hospital or health clinic
- o public health nutrition practice

ADDITIONAL REQUIREMENTS FOR APPOINTMENT TO THE REGULAR CORPS

None.

EXHIBIT X

THERAPY APPOINTMENT STANDARDS

REQUIREMENTS FOR APPOINTMENT TO THE RESERVE CORPS

OCCUPATIONAL THERAPY

1. LICENSURE/REGISTRATION

A current, unrestricted, and valid certification/registration by the American Occupational Therapy Association (AOTA) is required.

2. TRAINING

a. Professional education

The applicant must have earned his/her first professional occupational therapy degree from a school or college of occupational therapy accredited by AOTA or the American Medical Association (AMA) at the time of the applicant's graduation.

Qualifying degree/professional certificate:

- (a) Bachelor's in occupational therapy;
- (b) Bachelor's plus professional certificate in occupational therapy;
- (c) Master's in occupational therapy (where the school's program does not require an undergraduate degree or a certificate in occupational therapy).

b. Creditable graduate education

Graduate education in any field allied and relevant to occupational therapy including, but not limited to anatomy, neurology, physiology; home economics, industrial and manual arts, developmental psychology, sociology, anthropology, rehabilitation counseling, pathology, public health, hospital administration, kinesiology, fine and applied arts, before and after the qualifying degree, may be considered toward the establishment of the TED. This amount of credit is assigned in accordance with Section of this INSTRUCTION.

c. Non-creditable graduate education

Graduate education in a program which has not been certified by AOTA or in a school which has not been approved by the World Federation of Occupational Therapy (WFOT) is not creditable.

3. WORK EXPERIENCE

a. Fully creditable

- (1) Experience which occurs after a qualifying degree in the field of occupational therapy at the professional level, including practice, consultation, accredited college or university teaching, administration, research, writing or editing, which is done subsequent to the obtaining of the qualifying occupational therapy degree, is fully creditable. The following environments for the practice of occupational therapy are included: hospital, community, industrial, academic, and government (Federal, State, or local).
- (2) Allied and relevant professional experiences in these settings may include health care legislation, Federal regulatory activities, consumer safety, quality assurance, Medicaid and Medicare programs, health services planning, maternal and child health, mental health, public health, health professional utilization, nursing home and institutional service assessment and delivery, and research/demonstration contract and grants administration. Experience in a non-occupational therapy position or capacity (occurring after attainment of the required certification in occupational therapy or the first professional occupational therapy degree) in fields closely allied or comparable to occupational therapy, as above, may be creditable if the board deems it relevant to professional occupational therapy activities of PHS Commissioned Corps officers. The time creditable shall be determined by the board in accordance with Section E. of this INSTRUCTION.

b. Non-creditable

Work experience which does not meet the criteria in 3.a. above, or which cannot be fully substituted for such experience, is not creditable.

ADDITIONAL REQUIREMENTS FOR APPOINTMENT TO THE REGULAR CORPS

None.

REQUIREMENTS FOR APPOINTMENT TO THE RESERVE CORPS

PHYSICAL THERAPY

1. LICENSURE/REGISTRATION

A current, unrestricted and valid license/registration as a physical therapist by a State is required.

2. TRAINING

a. Professional education

The applicant must have earned his/her first professional physical therapy degree or professional certification from a school or college of physical therapy accredited by the American Physical Therapy Association (APTA) or AMA at the time of the applicant's graduation.

Qualifying degree/professional certificate:

- (1) Bachelor's in physical therapy;
- (2) Bachelor's plus professional certificate in physical therapy;
- (3) Master's in physical therapy (where the school's program does not require an undergraduate degree or a certificate in physical therapy).

b. Graduate education

Graduate education in any field allied and relevant to physical therapy including but not limited to anatomy, neurology, physiology, psychology, public health, hospital administration, and health care administration, before and after the qualifying degree, may be considered toward the establishment of the TED. The amount of credit is assigned in accordance with Section E. of this INSTRUCTION.

c. Non-creditable education

Graduate education which has not been designated as, or is not considered comparable to, the physical therapy or allied and relevant fields listed above in not creditable.

3. WORK EXPERIENCE

a. Creditable

- (1) Experience after a qualifying degree in the field of physical therapy at the professional level, including practice, consultation, accredited college or university teaching, administration, research, writing or editing which is done subsequent to the obtaining of the qualifying physical therapy degree, is fully creditable. The following environments for the practice of physical therapy are included: hospital, community, industrial, academic, and government (Federal, State or local).

- (2) Allied and relevant professional experiences in these settings may include health care legislation, Federal regulatory activities, consumer safety, quality assurance, Medicaid and Medicare programs, health services planning, maternal and child health, mental health, public health, health professional utilization, nursing home and institutional service assessment and delivery, and research/demonstration contract and grants administration. Favorable creditable consideration is given for work experience in international health. Experience in a non-physical therapy position or capacity (occurring after attainment of the required licensure/registration in physical therapy or the first professional physical therapy degree) in fields closely allied or comparable to physical therapy, as above, may be creditable if the board deems it relevant to professional physical therapy activities of PHS Commissioned Corps officers. The time creditable shall be determined by the board in accordance with the Section E. of this INSTRUCTION.

Non-creditable

Work experience which does not meet the criteria in 3.a. above, or which cannot be fully substituted for such experience, is not creditable.

ADDITIONAL REQUIREMENTS FOR APPOINTMENT TO THE REGULAR CORPS

None.

REQUIREMENTS FOR APPOINTMENT TO THE RESERVE CORPS

SPEECH-LANGUAGE PATHOLOGY AND AUDIOLOGY

1. LICENSURE/REGISTRATION

A current, unrestricted, and valid certification by the American Speech-Language-Hearing-Association (ASHA) is required.

2. TRAINING

a. Professional education

The applicant must have earned his/her professional degree in Speech-Language Pathology, Audiology, or Speech-Language and Hearing Science from an accredited college or university having a program in at least one of these disciplines.

The qualifying degree is a master's degree or equivalent with major emphasis in speech-language pathology, audiology, or speech-language and hearing science. Equivalent is defined as holding a bachelor's degree from an accredited college or university, and at least 42 post-baccalaureate semester hours acceptable toward a master's degree, of which at least 30 semester hours must be in the areas of speech-language pathology, audiology, or speech-language and hearing science. At least 21 of these 42 semester hours must be obtained from a single college or university. None may have been completed more than ten years prior to the date of application for certification (see certification below) by ASHA and no more than six semester hours may be credited for a clinical practicum. Credit may be allowed for these qualifying graduate courses in accordance with the school's required program length.

b. Creditable education

Post-master's degree education in speech-language pathology, audiology, or speech-language and hearing science or graduate education in related fields (includes, but is not limited to, anatomy, neurology, physiology, psychology, acoustical or electrical engineering, public health, counseling, hospital administration, and health care administration) before and after the qualifying degree, may be considered toward the establishment of the TED. The amount of credit is assigned in accordance with Section E of this INSTRUCTION.

c. Non-creditable education

Graduate education which has not been designated as, or is not comparable to, the speech-language pathology, audiology, or speech-language and hearing science fields, or allied and relevant fields listed above, is not creditable.

3. WORK EXPERIENCE

a. Creditable

- (1) Experience in the field of speech-language pathology and/or audiology at the professional level, including practice, consultation, accredited college or university teaching, administration, research, writing or editing, which is done subsequent to the obtaining of the qualifying degree or graduate courses is fully creditable. The environments for the practice of speechlanguage pathology and audiology include hospital, community, industrial, academic, and government (Federal, State, or local).
- (2) Credit may be given for experience in allied and relevant fields only if education and experience in the fields of speechlanguage pathology or audiology can be considered one of the possible requisites for such experience. Allied and relevant professional experiences may include health care legislation, Federal regulatory activities, consumer safety, quality assurance, Medicaid and Medicare programs, health services planning, health care administration, maternal and child health, mental health, public health, health professional utilization, nursing home and institutional service assessment and delivery, and research/demonstration contract and grants administration.
- (3) Experience in a nonspeech-language pathologist or nonaudiologist position or capacity (occurring after attaining the required certification or qualifying degree) in fields closely allied or relevant to speech-language pathology or audiology, as above, may be creditable if the board deems it relevant to professional speech-language pathology or audiology activities of PHS Commissioned Corps officers. The time creditable shall be determined by the board in accordance with Section E. of this INSTRUCTION.

b. Non-creditable

Work experience which does not meet the criteria in 3.a. above or which cannot be fully substituted for such experience is not creditable.

ADDITIONAL REQUIREMENTS FOR APPOINTMENT TO THE REGULAR CORPS

None.

EXHIBIT XI

HEALTH SERVICES APPOINTMENT STANDARDS

REQUIREMENTS FOR APPOINTMENT TO THE RESERVE CORPS

1. LICENSURE/REGISTRATION

Unless otherwise specified, none. See requirements for Clinical Psychology described in 4.a., below; Dental Hygiene described in 4.c., below; Medical (Health) Record Administration described in 4.d., below; Medical Technology described in 4.e., below; Optometry described in 4.f., below; Physician Assistant described in 4.g., below; Podiatry described in 4.h., below; and Social Work described in 4.i., below. Some programs have more stringent licensure or registration requirements for certain types of assignments which must be met before an officer can be assigned to those programs.

2. TRAINING - GENERAL

a. A master's degree in a professional health-related specialty is required except as detailed in 4. Exceptions to the General Standards, below, for baccalaureate degrees in Computer Science, Dental Hygiene, Medical (Health) Record Administration, Medical Technology, and Physician Assistant, or the doctorate in Optometry or Podiatry. The general requirement includes master's degrees from accredited schools or programs in basic and applied sciences, clinical specialties, and health education and administration specialties, for which there is a continuing long-term program need within the PHS, for example:

Biological Sciences	Health Services Administration
Biostatistics	Health Administration
Mathematics	Health Care
Math Statistics	Administration
Statistics	Health Systems
Chemistry	Administration
Clinical/Counselling Psychology	Hospital Administration
Epidemiology	Medical Care
Health Education	Administration
Health Physics	Medical Services Administration
Medical Physics	Public Health
Physics	Social Work
Radiological Physics	
Radiological Health	

b. The number of years of credit is assigned in accordance with Section E. of this INSTRUCTION.

c. A master's degree or a baccalaureate degree in any other specialty for which there is a short-term critical program need may be considered for active duty in the reserve corps. Critical need for a commissioned individual must be demonstrated by the Agency/Program requesting the appointment, by addressing the unique education, training, and/or experience the applicant will bring to the corps, the billet the applicant will occupy, and brief history of the recruitment efforts made to fill the billet, and the isolated or hardship nature of the

proposed assignment, where applicable. Appointments may be made for a specified period not to exceed five years to meet acute program needs for which there is no career potential. The program may obtain a limited tour extension with the concurrence of the Director, DCP, if necessary to fulfill the original program commitment.

An officer appointed under this subsection who does not meet the requirements for an unrestricted appointment to the PHS Commissioned Corps, shall not be eligible for assimilation into the regular corps, and shall not be considered for promotion above the pay grade O-4 unless authorized by the Director, DCP.

When the applicant has only a baccalaureate degree, the appointment board will consider, at a minimum, curriculum, class standing, and grade point average in core courses.

3. WORK EXPERIENCE - GENERAL

a. Fully creditable

College or university teaching, consulting or practice, research, administration, editing or writing, in the applicant's field at a professional level, after the required degree is obtained, is fully creditable. Work in any other field may be credited only on the basis of the board's decision that the work is strictly comparable to that in the field itself. For full-time teaching to be creditable, the applicant must have had at least one year of graduate work in the field in which he/she is teaching.

b. Non-creditable

The following are examples of non-creditable work experience:

- (1) Furnishing assistance or services at a routine or sub-professional level in relation to such activities as research, case work, and record keeping or filing;
- (2) Teaching any subject below the college or university level;
- (3) Administrative position in any field except the applicant's unless, in the board's judgment, the work is relevant;
- (4) Fiscal, accounting, selling, business, or other similar types of activities, unless the board finds that the activity is strictly comparable to that in the applicant's field.

4. EXCEPTIONS TO GENERAL STANDARDS

a. CLINICAL PSYCHOLOGY

(1) LICENSURE/REGISTRATION

A current, unrestricted and valid license as a psychologist issued by a State is required for clinical psychologists who will be eligible to provide psychological patient care services.

(2) Training

Completion of an accredited course of study in the field of Clinical Psychology.

b. COMPUTER SCIENCE

(1) TRAINING

A baccalaureate or master's degree in computer science from an accredited school. For applicants with only a baccalaureate degree, the appointment board will consider, at a minimum, curriculum, class standing, and grade point average in core courses.

(2) WORK EXPERIENCE

Credit for work experience is determined by the appointment board based on the existing standards for the Health Services category.

(3) RESTRICTIONS

(a) Appointments in the reserve corps shall be made only to a position approved by the Director, DCP, as one which involves the application of computers in medicine or public health or in direct support of functions pertaining to the administration of the commissioned corps.

(b) Any subsequent assignments during the officer's first eight years must be approved by the Director, DCP, as ones which involve the application of computers in medicine or public health or in direct support of functions pertaining to the administration of the commissioned corps.

(c) Appointment to the regular corps requires the officer to first obtain a master's degree in computer science or any other degree as described in 2.a. or that meets the requirements for an unrestricted appointment in another category. In the case of a master's degree in computer science, the officer must have at least five years active duty experience as a PHS commissioned officer beyond the master's degree prior to being considered for assimilation.

c. DENTAL HYGIENE

(1) LICENSURE/REGISTRATION

A current, unrestricted, and valid license by a State as a Dental Hygienist is required.

(2) TRAINING

(a) An applicant must possess a baccalaureate degree from a school that has been accredited or approved by a nationally recognized professional accreditation body acceptable to the Director, DCP, and must have successfully completed a full curriculum in dental hygiene which, at the time the training was undertaken, was accredited by the American Dental Association Commission on Dental Accreditation. A maximum of four years of credit will be awarded for the training regardless of whether the dental hygiene training occurred prior to, as part of, or subsequent to the baccalaureate education.

(b) Graduate education. Graduate education or training toward a master's degree in allied, relevant fields may be credited. Full credit is awarded for graduate degrees or graduate work without obtaining the degree provided training is in excess of, and not in any way part of, the basic professional degree training. This means that the work does not overlay any professional degree work and the credits are not used toward earning the required professional degree.

(3) WORK EXPERIENCE

Credit for work experience is determined by the appointment board based on the existing standards for the HS category.

d. MEDICAL (HEALTH) RECORD ADMINISTRATION

(1) LICENSURE/REGISTRATION

A current, valid registration with the American Medical Record Association is required.

(2) TRAINING

(a) A baccalaureate degree with a major in medical record administration including a 50-week program of approved medical record administration education and practical experience will result in four years of credit.

(b) A baccalaureate degree in any field, supplemented by a 50-week program indicated in (a) above and resulting in a certificate in medical record administration, will result in five years of credit.

(3) WORK EXPERIENCE

Credit for work experience is determined by the appointment board based on the existing standards for the Health Services (HS) category.

e. MEDICAL TECHNOLOGY

(1) LICENSURE/REGISTRATION

A current, unrestricted, and valid certification by a State, the American Society of Clinical Pathologists, or the National Certification Agency, as a medical technologist, is required.

(2) TRAINING

(a) An applicant must possess a baccalaureate degree from a school that has been accredited or approved by a nationally recognized professional accreditation body acceptable to the Director, DCP, and must have completed a medical technology training program which, at the time the training was undertaken, was accredited by the Division of Allied Health Education and Accreditation of the American Medical Association. A maximum of four years of credit will be awarded for the training regardless of whether the medical technology training occurred prior to, as part of, or subsequent to the baccalaureate education.

(b) Graduate education. Graduate education or training toward a master's degree in allied, relevant fields may be credited. Full credit is awarded for graduate degrees or graduate work without obtaining the degree provided training is in excess of, and not in any way part of, the basic professional degree training. This means that the work does not overlay any professional degree work and the credits are not used toward earning the required professional degree.

(3) WORK EXPERIENCE

Credit for work experience is determined by the appointment board based on the existing standards for the health services category.

f. OPTOMETRY

(1) LICENSURE/REGISTRATION

A current, unrestricted, and valid license as a professional optometrist in a State is required.

(2) TRAINING

(a) The applicant must have attained an O.D. degree from a program which, at the time the degree was conferred, was accredited by the Council on Optometric Education.

- (b) Formal, supervised training and/or research in a recognized fellowship program or its equivalent taken while in pursuit of the professional degree and in addition to the formal degree program may be credited.
- (c) Graduate education or training toward a master's degree or a doctorate in allied, relevant fields may be credited. Full credit is awarded for graduate degrees or graduate work without obtaining the degree provided the training is in excess of, and not in any way part of, the basic professional degree training. This means that the work does not overlap any professional degree work and the credits are not used toward earning the required professional degree. Allied, relevant fields include the following:
 - i. Optometric specialties;
 - ii. Biological, physical, chemical, and mathematical or statistical sciences;
 - iii. Other fields of scientific study, e.g., social sciences, anthropology, economics, management, public health, and education.

(3) WORK EXPERIENCE

(a) Fully creditable

- i. Private, clinic, or group practice (after receipt of the professional degree);
- ii. Employment in the field, at a professional level, (after completion of all requirements for the professional degree), by an adequate, suitable organization such as Federal, State, county, or municipal government, industrial concern, etc.);
- iii. Teaching in the field or an allied, relevant field at the college, university, or professional school level, whether done before or after obtaining the professional degree. To be creditable, the applicant must have had at least one year of graduate training (i.e., a master's or equivalent) in the field in which he/she is teaching. Allied relevant fields are listed under (2)(c), above;
- iv. Research in the field or allied, relevant field at the professional level, whether before or after the professional degree is obtained. To be creditable, the applicant must have had at least one year of graduate training (i.e., a master's or equivalent) in the field in which he/she is doing research;
- v. Editing or writing in the professional field after obtaining the qualifying degree.

(b) Non-creditable

- i. Teaching any subject below the college or university level;
- ii. Routine laboratory duties, such as cleaning equipment, animal care, filing of data, or performing routine duties under supervision;
- iii. Non-professional administrative activities;
- iv. Selling, fiscal, business, or other comparable types of activities outside the profession.

g. PHYSICIAN ASSISTANT

(1) LICENSURE/REGISTRATION

A current, unrestricted, and valid certification as a physician assistant by the National Commission on Certification of Physician Assistants is required.

(2) TRAINING

- (a) An applicant must possess a baccalaureate degree from a school that has been accredited or approved by a nationally-recognized professional accrediting body acceptable to the Director, DCP, and must have completed a physician assistant training program which, at the time the training was undertaken, was accredited by the Committee on Allied Health Education and Accreditation of the American Medical Association. A maximum of four years of credit will be awarded for the training regardless of whether the physician assistant training occurred prior to, as part of, or subsequent to the baccalaureate education.

(b) Graduate education

Graduate education or training toward a master's degree in allied, relevant fields may be credited. Full credit is awarded for graduate degrees or graduate work without obtaining the degree provided training is in excess of, and not in any way part of, the basic professional degree training. This means that the work does not overlap any professional degree work and the credits are not used toward earning the required professional degree.

(3) WORK EXPERIENCE

Credit for work experience is determined by the appointment board based on the existing standards for the HS category.

h. PODIATRY

(1) LICENSURE/REGISTRATION

A current, unrestricted, and valid podiatry license in a State is required.

(2) TRAINING

(a) The applicant must have attained a D.P.M. degree from a program which, at the time the degree was conferred, was accredited by the Council on Podiatry Education of the American Podiatric Medical Association.

(b) In addition to (2)(a) above, the applicant must have completed a twelve-month podiatric residency program approved by the Council on Podiatry Education of the American Podiatric Medical Association.

(c) Formal, supervised training and/or research in a recognized fellowship program or its equivalent taken while in pursuit of the professional degree and in addition to the formal degree program may be credited.

(d) Graduate education or training toward a master's or a doctorate in allied, relevant fields may be credited. Full credit is awarded for graduate degrees or graduate work without obtaining the degree, provided training is in excess of, and not in any way part of the basic professional degree training. Allied, relevant fields include the following:

i. Podiatric specialties;

ii. Biological, physical, chemical, and mathematical or statistical sciences;

iii. Other fields of scientific study, e.g., social sciences, anthropology, economics, management, public health, and education.

(3) WORK EXPERIENCE

(a) Fully creditable

i. Private, clinic, or group practice (after receipt of the professional degree);

ii. Employment in the field, at a professional level (after completion of all requirements for the professional degree), by an adequate, suitable organization such as Federal, State, county, or municipal government, industrial concern, etc.;

iii. Teaching in the field or an allied, relevant field at the college, university or professional school level, whether done before or after obtaining the professional degree. To be creditable, the applicant must have had

at least one year of graduate training (i.e., master's or equivalent) in the field in which he/she is teaching.

- iv. Research in the field or allied, relevant field at the professional level, whether before or after the professional degree is obtained.

(b) Non-creditable

- i. Teaching any subject below the college or university level;
- ii. Routine laboratory duties, such as cleaning equipment, animal care, filing of data, or performing routine duties under supervision;
- iii. Non-professional administrative activities;
- iv. Selling, fiscal, business, or other comparable types of activities outside the profession.

i. SOCIAL WORK

LICENSURE/REGISTRATION

A current, unrestricted, and valid State license or State certification is required. If licensure or certification is not offered by the State in which an applicant is domiciled or the State from which he/she is called to active duty, the individual must achieve and maintain certification by an appropriate organization such as the Academy of Certified Social Workers or the Federation of Clinical Social Workers. The certification process requires a master's degree in social work from a school of social work accredited by the Council of Social Work Education and at least two years of post-degree supervised practice by a social worker who is licensed or certified by a State or by an appropriate organization such as the Academy of Certified Social Workers or the Federation of Clinical Social Workers.

ADDITIONAL REQUIREMENTS FOR APPOINTMENT TO THE REGULAR CORPS

There is no difference except for those fields described in 2.c. above. Only those individuals appointed under section 2.c., above, with a master's degree in mathematics, physics, or statistics may qualify for appointment to the regular corps based on the following conditions. These individuals must have at least five years active duty experience as a PHS commissioned officer beyond the master's degree during which they have demonstrated significant effectiveness in applying systems, data analysis, or scientific expertise which has allowed PHS programs to which the officer has been assigned, to carry out their missions. Secondly, there must be an identifiable long-term need for their specialty within PHS. Each such case will be evaluated on merit by the appropriate assimilation board. The Director, DCP, will make the final decision concerning the officer's qualifications for appointment to the regular corps.