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5. Just as educational credentials are documented by means of official transcripts, non-academic qualifications must be supported by suitable documentation.

Under Section 2000a, the Industrial Division (Manufacturing and Maintenance) will not accept as valid any non-academic qualifications unless they are supported by suitable documentation.

It is recommended that all non-academic qualifications be supported by official transcripts or other suitable documentation. It is suggested that the Industrial Division be advised of such qualifications and that suitable documentation be submitted.

6. In cases where a candidate has not met the minimum educational requirements for a position, it is suggested that a temporary appointment be made for a period of six months. This is to be considered as a probationary appointment. If the candidate is not properly qualified candidates might be found in the future, this individual should be offered a temporary appointment and informed in writing that his or her appointment is strictly limited to the current semester. Future performance of this individual in the temporary appointment, satisfactory progress toward fulfilling minimum educational requirements might also be a criterion for reappointing this individual.

7. To obtain a copy of this report, contact the Industrial Division.

This report is intended to provide information to the Industrial Division regarding the qualifications of candidates for positions in the Industrial Division. It is suggested that the Industrial Division be advised of such qualifications and that suitable documentation be submitted.