# INTEC SNF EMPLOYEE EDUCATION AND EXPERIENCE VERIFICATION FORM

NOTE: This form constitutes the only required QA record for verification of education and experience.

**SECTION 1 – Employee/Position Description**

Employee Name _____ S# _____

Job Position _____ Minimum Education / Experience Requirement _____

**SECTION 2 – Verification of Education and Experience**

The above employee's relevant education and experience have been verified as noted below (only one method is required):

**Note:** if unable to meet the minimum education and experience requirements or unable to obtain verification, a statement of justification is required from the line manager. Education equivalency qualification guidelines are described in the INEEL Job Classification Guide.

☐ **Resume**

I have determined that the information provided in the above employee's resume meets or exceeds the minimum education and experience requirements for the position listed above.

_____ _____
Printed Name and Signature Date

☐ **Quality Inspector Certification Form**

I have determined that the above employee has a completed Personnel Certification Data Form (INEEL Form 414.73 or equivalent) for quality inspections.

_____ _____
Printed Name and Signature Date

☐ **Lead Auditor Qualification (QLLA333P )**

I have determined that the Lead Auditor Qualification Code QLLA333P is entered in the INEEL TRAIN Database for the above employee.

_____ _____
Printed Name and Signature Date

☐ **INEEL Job Classification Code**:

| Job Classification Code | Job Classification Code Minimum Education and Experience Requirements |
|---|---|
| ☐ Associate Technical Specialist | Bachelor Degree |
| ☐ Technical Specialist | Bachelor Degree & 2 years relevant experience |
| ☐ Senior Technical Specialist | Bachelor Degree & 4 years relevant experience |
| ☐ Principal, Consulting, or Senior Consulting Technical Specialist | Bachelor Degree & 7 years relevant experience |
| ☐ Associate Engineer / Scientist | Bachelor Degree |
| ☐ Engineer / Scientist | Bachelor Degree & 2 years relevant experience |
| ☐ Senior Engineer / Scientist | Bachelor Degree & 4 years relevant experience |
| ☐ Principal, Staff, Advisory, Senior Advisory, or Consulting Engineer / Scientist | Bachelor Degree & 7 years relevant experience |
| ☐ Foreman | 5 years directly relevant experience |
| ☐ Supervisor | Bachelor Degree & 5 years relevant experience |
| ☐ Department Manager | Bachelor Degree & 7 years relevant experience |
| ☐ Director | Bachelor Degree & 10 years relevant experience |
| ☐ Other (specify): | |

I have determined that the above employee has been assigned a Job Classification Code that meets or exceeds the minimum education and experience requirements for the position listed above.

_____ _____
Printed Name and Signature Date

**Quality Record**

☐ NRC PLN-466
UFC: 2353
Disposition Authority: SS-5-2 (Pending)
Retention Period: Lifetime

☐ SNF PLN-533
UFC: 2355
Disposition Authority: A1-1.1
Retention Period: Lifetime. Cut off file at time of separation. Destroy 75 years after cutoff.