

## NIH Student Career Experience Program (SCEP) Conversion Checklist

Student's Name

Education Completion Date

### CONVERSION DETERMINATION.

SCEP participants may be noncompetitively converted to term, career, or career conditional appointments. Please confirm the student meets the following eligibility requirements:

- ☐ Completed at least 640 hours of career-related work experience while otherwise enrolled as a full-time or part-time degree seeking student.

**Work Experience Requirements.** Please select how the student gained work experience creditable towards the 640 hour conversion requirement. You may check one or more of the following:

- |  |   |
|--|---|
| <input type="checkbox"/> Experience was acquired through a Student Educational Employment Program appointment.   | <input type="checkbox"/> Experience was acquired while working in, but not for, a Federal agency, pursuant to a written contract comparable to the SCEP agreements under 213.3202(b)(12) between the agency and an organization officially established to provide internship experiences to students. |
| <input type="checkbox"/> Experience was acquired through any previous Federal appointment (e.g., fellowships and similar programs in accordance with 5 CFR 213.3102(r)).   | <input type="checkbox"/> Served as an active duty member of the armed forces of the United States (including the National Guard and Reserves), as defined in 5 U.S.C. 2101, and has been discharged or released from active duty in the armed forces under honorable conditions.                      |
| <input type="checkbox"/> Experience was acquired while working in, but not for, a Federal agency, pursuant to a formal work-study agreement comparable to the SCEP agreements under 213.3202(b)(12) between the agency and an accredited academic institution; to include those student volunteers as defined by 5 CFR part 308. |   |

**Exception.** Up to 320 hours may be waived of a student's 640-hour minimum service requirement under a SCEP appointment, if a student enrolled in an accredited college or university completes 320 hours of career-related work experience under a Student Educational Employment Program appointment and has demonstrated high potential, as evidenced by outstanding academic achievement and exceptional job performance.

- ☐ The student has outstanding academic achievement demonstrated by an overall grade point average (GPA) of 3.5 or better on a 4.0 scale; standing in the top 10 percent of the student's graduating class; and/or induction into a nationally-recognized scholastic honor society. (Notwithstanding these differences, please refer to "Superior Academic Achievement" in OPM's Qualifications Standards for General Schedule Positions (<http://www.opm.gov/qualifications/SEC-II/s2-e5.asp#e4f>) to obtain specific guidance on GPA, class standing, and nationally recognized honor societies.) **AND**
- ☐ Exceptional job performance demonstrated by a formal evaluation conducted by the student's supervisor(s), in a manner consistent with the Health and Human Services (HHS) Performance Management Appraisal Program (PMAP).

### All of the following requirements must be met:

- ☐ The appointment is being made within 120 days of the completion of a course of academic study from an accredited school conferring a diploma, certificate, or degree;
- ☐ Received a favorable recommendation by an official of the NIH Institute/Center/Office in which the job-related skills were acquired;
- ☐ Meets the qualification standards for the position in which the student will be appointed; and
- ☐ United States citizen.

**PROBATIONARY PERIOD DETERMINATION.** If all the following conditions are met, the experience gained as a SCEP can be credited towards the one-year probationary requirement:

- ☐ Converting to a permanent career or career-conditional position;
- ☐ The work experience is within HHS;
- ☐ The work experience is in the same line of work ("Same line of work" means that the positions are so similar that they require the same qualifications and would be in the same competitive level for reduction-in-force purposes); and
- ☐ The work experience is followed by no more than a single break in service that does not exceed 30 calendar days. Leave without pay in excess of 22 work days is not creditable.

Print Supervisor's Name

Signature

Date

Print Human Resources Specialist Name

Signature

Date