PALM BEACH STATE
COLLEGE

Academic Management Manual

Section B

Faculty Credentialing Criteria

Academic
Affairs
2013-14

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PALM BEACH STATE
COLLEGE

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Introduction

This manual lists the credentialing guidelines that are used by Palm Beach State College in selecting and hiring full-time and adjunct faculty. These criteria are based on the Southern Association of Colleges and Schools Commission on Colleges (SACS-COC) guidelines on faculty credentials and Palm Beach State College policy on faculty credentialing.

To ensure the highest quality teaching faculty, the college's standard for all credit classes is that full-time and adjunct faculty must possess a master's degree. There are exceptions in some disciplines, but all exceptions must be approved by the Vice President of Academic Affairs (VPAA). All degrees and coursework must be earned from a regionally accredited college or university. Accreditation status of an institution can be checked at The Council for Higher Education Accreditation (CHEA) website at http://www.chea.org. The complete Palm Beach State instructional credentialing criteria by discipline are also located on-line at http://www.palmbeachstate.edu/academicservices/information-and-reference/academic-management-manual and included in this manual.

Faculty

The institution employs competent faculty members qualified to accomplish the mission and goals of the institution. When determining acceptable qualifications of its faculty, an institution gives primary consideration to the highest earned degree in the discipline in accord with the guidelines listed below. The institution also considers competence, effectiveness, and capacity, including, as appropriate, undergraduate and graduate degrees, related work experiences in the field, professional licensure and certifications, honors and awards, continuous documented excellence in teaching, or other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes. For all cases, the institution is responsible for justifying and documenting the qualifications of its entire faculty.

Credentialing Guidelines

a. Faculty teaching **baccalaureate level courses**: a doctorate or a master's degree in the teaching discipline or a master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline). At least 25 percent of the discipline course hours in each major at the baccalaureate level are taught by faculty members holding the terminal degree—usually the earned doctorate— in the discipline, or the equivalent of the terminal degree.

b. Faculty teaching **general education courses**: a doctorate or a master's degree in the teaching discipline or a master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline).

c. Faculty teaching **associate degree courses designed for transfer to the baccalaureate degree**: a doctorate or a master's degree in the teaching discipline, or a master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline).

d. Faculty teaching **associate degree courses not designed for transfer to the baccalaureate degree**: a master's degree in the teaching discipline; a baccalaureate or associate degree and demonstrated competencies in the teaching discipline is acceptable in limited disciplines.

e. Faculty teaching **Developmental Education courses** must have a baccalaureate degree in a discipline related to the teaching assignment.

f. Faculty teaching **noncredit occupational and non-degree diploma courses (PSAV, CCE, Avocational)**: college degree and/or specialized training/industry certifications; competence gained through work experience; minimum academic preparation must be at the same level at which the instructor is teaching. (For all courses, **coursework within the degree must reflect competencies in the courses to be taught**.)

The **VPAA and the Academic Deans reserve the right** to review individual courses for competencies.

In addition, all faculty must meet any other requirements of program, discipline or course accreditation/certification (i.e., State Board of Nursing, Florida Department of Law Enforcement).

Faculty Hiring Process

1. **Full-time faculty, temporary full-time faculty and program instructors**– Refer to the procedures and guidelines established by Human Resources in the **Selection and Recruitment Manual**, and on-line at http://www.palmbeachstate.edu/hr. All forms and procedures needed for the process are located at http://www.palmbeachstate.edu/academicservices/information-and-reference/faculty-credentialing-tools/faculty-hiring-process-and-timelines.aspx. For new full-time faculty, the VPAA must review the **paper** faculty roster for all potential candidates to be interviewed prior to any telephone or in-person interviews being scheduled with applicants.

2. **Adjunct Faculty** – Hiring administrators, in cooperation with department chairs where applicable, are responsible for recruiting, interviewing and hiring adjunct instructors. All credentials must be approved following the process outlined below prior to the person assuming teaching duties.

For full-time and adjunct faculty, it is the responsibility of the hiring administrator to insure that the faculty member's degrees were awarded from a regionally accredited college or university, and this information must appear on the faculty roster. All faculty (regardless of part-time or full-time status or of class delivery method) must meet the same credentialing criteria as stated in this manual.

Credentialing Process

Step 1 – Potential Instructor formally applies to Palm Beach State
All potential instructors should formally apply to the college to ensure eligibility to work in the United States and submit copies of their transcript through the online application system, PeopleAdmin.

Step 2 - Prepare the Faculty Roster
For Credit, Developmental Educationarary and PSAV Faculty - All faculty who teach Credit, Developmental Educationarary and PSAV courses must have a Dean submit to the Deans' Council a completed online *Faculty Roster* form, listing relevant degrees, coursework, certifications, licenses, and verified work experience (if applicable based on credentialing criteria). **The Dean should carefully review the candidate's credentials to ensure strict compliance with the credentialing guidelines prior to sending the roster for a full Deans' Council and VPAA review.** When reviewing graduate transcripts which include both semester and quarter hours, each graduate course in the discipline should be listed on the online *Faculty Roster* form, with the appropriate placement of graduate semester hours in the credit hour column, using the conversion formula below. For individuals whose graduate transcript shows all quarter hours, a minimum of 27 graduate quarter hours is required for credentialing. Conversion of all credit hours should be made to semester hours when both types of credit have been taken. The online system will automatically compute these formulas on the form.

> **Formulae:** 1 quarter hour = .667 semester hour
>
> 1 semester hour=1.5 quarter hours

Example: An individual possesses a Master's degree in the discipline with 15 graduate semester hours in the discipline, and a second transcript from another accredited institution with 5 quarter semester hours:

5 quarter semester hours x .667	=	3.335 equated semester hours
15 semester hours+3.335	=	18.335 semester hours.

Additional Notes:

1. Undergraduate classes taken as an undergraduate cannot count towards graduate hours in the discipline.

2. Courses taken that are described as eligible for counting towards a Bachelor's degree or graduate degree may be counted *if* the course is taken after admission into graduate school ***and if*** it is counted towards the graduate degree in the appropriate discipline.

For CCE and other noncredit Faculty:
All faculty who teach CCE and other noncredit courses (avocational and lifelong learning) must have the appropriate Dean and/or Associate Dean approve the completed online *Faculty Roster* form, which must include information on degrees and any relevant certifications, experience and/or licensures. This online form is submitted directly to Academic Services without a Deans' Council review.

Step 3 – VPAA and Academic Deans Review – An Academic Dean will submit the roster for review through the Online Faculty Credentialing Database (OFCD – see web page at http://www.palmbeachstate.edu/academicservices/information-and-reference/faculty-credentialing-tools/online-faculty-credentialing-database.aspx).   A unanimous "approve" vote must be recorded; if the "approve" vote is not unanimous, the credential must be reviewed during a regularly scheduled Academic Deans meeting. All applicants with foreign credentials (defined as awarded in a country other than the United States of America or one of its territories) must be evaluated by one of the Palm Beach State approved transcript evaluation and translation services on the following web page: http://www.palmbeachstate.edu/academicservices/information-and-reference/faculty-credentialing-tools/faculty-hiring-process-and-timelines.aspx

The VPAA has final approval of Credit/Prep/PSAV faculty rosters.

All faculty must meet the stated credentials in this manual. In exceptional cases, faculty not meeting the stated criteria may be considered for appointment using the following guidelines:

Exceptions to stated faculty credentials occur in two cases:

1. The faculty member has outstanding professional experience and demonstrated contributions to the teaching discipline, which may be presented in lieu of formal academic preparation.
2. The faculty member has training in a closely related discipline and the competencies needed to teach the course objectives were covered in the related disciplines.

In these cases, the Dean and/or Associate Dean must provide documentation as to how the faculty member's experience and/or education allows him/her to teach the objectives in the course, using the *Justification and Exceptions form*, located in the forms section of the manual and on-line at: http://www.palmbeachstate.edu/academicservices/documents/justification.doc This information must also be copied into the online faculty roster through the OFCD.

Step 4 - Loading Faculty Credentials on the PantherNet System - After the credential has been approved by the VPAA and the Academic Deans for Credit/Preparatory/PSAV, or by a Dean or Associate Dean for CCE/avocational, a copy of the form will be automatically sent to the Academic Services office along with the online voting results. The faculty member will then be loaded onto the PantherNet system by Academic Services (provided that the person has been loaded as an applicant/employee by Human Resources).

Step 5- Official Transcripts sent to Human Resources - The faculty member is responsible for ensuring that official transcripts are sent to Human Resources. If the Human Resources office has not received the adjunct's official transcript in the initial term in which they are teaching, they cannot continue to teach in subsequent terms at Palm Beach State until such time the official transcript is received. This is college policy and must be followed.

Faculty Roster

All faculty will be credentialed using the online *Faculty Roster* form through the OFCD system.   The paper roster form in the appendix is only to be used to review faculty credentials of full-time candidates before they are granted an in-person interview. The paper roster is submitted by the Dean or Associate Dean to the VPAA for review.

Discipline FAQs

1. *Can lawyers, individuals with Juris Doctorates, teach political science, criminal justice or business law?*
   To teach political science, an individual must have 18 graduate semester hours in political science; a Juris Doctorate can teach business law (BUL) and criminal justice law (CJL) courses.

2. *Can social workers teach sociology?*
   A Master's degree with 18 graduate semester hours in the discipline, specifically sociology, is required to teach this subject. Social work clinical courses cannot count towards meeting the graduate semester hour minimum. In most cases; a M.S.W. does not have the credentials to teach sociology.

3. *Are guidance counselors eligible to teach psychology?*
   A Master's degree with 18 graduate semester hours in the disciplines of psychology or counseling psychology is required to teach this subject. Graduate hours in educational guidance counseling may not be applied.

4. *May graduate courses in Mathematics Education, with a prefix of EDU(C), count towards the requisite graduate hours in mathematics?*
   Mathematics Education graduate courses may be counted as graduate hours towards the discipline of mathematics *only if* the course title strongly suggests that graduate mathematics discipline content was covered. Courses with emphasis on pedagogy or teaching methods cannot be used to qualify an individual to teach college level mathematics. Please see Appendix B for courses from Nova Southeastern University that will count towards the 18 graduate semester hours in mathematics.

General FAQs

1. *Do all persons teaching need to be credentialed, even CCE and avocational?*
   Yes, all faculty need to be credentialed through the process established in the credentialing manual. Associate Deans/Deans can directly credential faculty for CCE and avocational; all program based (credit, prep and PSAV) will need clearance through the Academic Deans and the VPAA.

2. *I'm just updating an existing instructor for an additional course – do I still need approval from the VPAA and Academic Deans?*
   Yes. For example, if a person has been teaching MAT 1033 Intermediate Algebra, their credentials would need to be reviewed to see if they could teach other math classes. It is best to prepare a faculty roster from the start

with all possible courses a faculty member is qualified to teach even if they might not initially be teaching those courses.

3. What should the sequence be for hiring an instructor – is it important?

Yes, very important. For any potential instructor, the first step should be for the person to complete an application with Human Resources and confirm their eligibility to work in the U.S. The second step should be to obtain an official or unofficial transcript and prepare the faculty roster for Academic Deans' review for submission to Academic Services. The third step should be adding the person to the class as a primary or secondary instructor. The fourth step should be to create the pending assignment through the IRM process with Human Resources. If events happen out of sequence, delays will occur. For example, if you have someone's credentials approved BEFORE they have applied to HR, there is no way that the person's credentials can be loaded onto PantherNet because they do not exist in the HR system. Academic Services personnel then have to check daily to see when the person is loaded as an applicant or employee and then add the credentials.

Steps:

1. Potential instructor should apply to HR
2. Review of faculty credentials – Academic Services adds to PantherNet if approved
3. Add person to class as instructor (see Section C of the manual)
4. Create pending assignment in PantherNet using the IRM process (see Section E of the manual)

4. What if I am not sure if the person qualifies under the credentialing criteria, or I think the criteria are incorrect or incomplete?

The purpose of the VPAA and Academic Deans' review is to gain input from colleagues on an instructor's credentials to teach, given our written criteria. Our goal is to use the credentialing manual as written for the 2007-08 year.

5. Does Academic Services perform a "final check" against the credentialing manual, and keep files for the submitted faculty rosters?

No, Academic Services personnel do not re-check any credentialing eligibility – the credential is added or updated and a date notation is added to the electronic file. Faculty roster forms are not kept.

<center>**De-credentialing of Faculty**</center>

All requests for faculty credentials to be removed should be sent directly to the VPAA with an explanation of the reasoning**.**

<center>**Abbreviations/Definitions used on the Credentialing Parameter Pages**</center>

- **CTC** – Credentialed for Transfer Curriculum`
- **CNC –** Credentialed for Non-Transfer Curriculum

CREDENTIALING CRITERIA

FOR PARTICULAR DISIPLINES

BAS, AA, AS, ATD, ATC, CCC, PSAV, CCE

INSTRUCTIONAL CREDENTIALING CRITERIA
ACADEMIC AND PROFESSIONAL PREPARATION

Credentialing Parameters for Particular Disciplines

All degrees and course work must be obtained from regionally accredited colleges or universities.

DISCIPLINE AREA	Accounting (AA, AS, CCC, PSAV)

Palm Beach State Course Prefix	CTC Status (Designed for Transfer)	CNC Status (Not designed for transfer)	Requirements
ACG 2022, ACG 2071	✔		Master's degree in Accounting. **OR** Master's degree and 18 graduate semester hours in Accounting, with accounting prefix courses.
ACG 2100, ACG 2360, ACG 2450, APA 1111, APA 2172		✔	Master's degree in Accounting. **OR** Master's degree and 18 graduate semester hours in Accounting, with accounting prefix courses.
TAX 2000, TAX 2010		✔	Master's degree in Accounting or Tax. **OR** Master's degree and 18 graduate semester hours in Accounting and/or Tax.

For all Faculty: Ability to demonstrate the use of technology in the classroom; must be able to use the technology required for the assigned course.
Coursework within the degree must reflect competencies in the courses to be taught.

Reviewed/Revised:

July 2011	David Knopp

**INSTRUCTIONAL CREDENTIALING CRITERIA
ACADEMIC AND PROFESSIONAL PREPARATION**

Credentialing Parameters for Particular Disciplines

All degrees and course work must be obtained from regionally accredited colleges or universities.

DISCIPLINE AREA	Air Conditioning/HVAC (PSAV)

Palm Beach State Course Prefix	CTC Status (Designed for Transfer)	CNC Status (Not designed for transfer)	Requirements
ACR		✔	Specialized training and industry certifications in HVAC/R technologies and applications required; competence gained through industrial work experience. NCCER certification preferred.

For all Faculty: Ability to demonstrate the use of technology in the classroom; must be able to use the technology required for the assigned course.
Coursework within the degree must reflect competencies in the courses to be taught.

Reviewed/Revised

July 2011	Eric Kennedy

INSTRUCTIONAL CREDENTIALING CRITERIA
ACADEMIC AND PROFESSIONAL PREPARATION

Credentialing Parameters for Particular Disciplines

All degrees and course work must be obtained from regionally accredited colleges or universities.

DISCIPLINE AREA	Anthropology (AA)

Palm Beach State Course Prefix	CTC Status (Designed for Transfer)	CNC Status (Not designed for transfer)	Requirements
ANT 2000	✔		Master's degree in Anthropology. **OR** Master's degree and 18 graduate semester hours in Anthropology. *Applicant must be capable of teaching both cultural and physical anthropology.*

For all Faculty: Ability to demonstrate the use of technology in the classroom; must be able to use the technology required for the assigned course.
Coursework within the degree must reflect competencies in the courses to be taught.

Reviewed/Revised

July 2011	Michael Foster

PALM BEACH STATE
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INSTRUCTIONAL CREDENTIALING CRITERIA
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Credentialing Parameters for Particular Disciplines

All degrees and course work must be obtained from regionally accredited colleges or universities.

DISCIPLINE AREA	Apprenticeship (PSAV)		

Palm Beach State Course Prefix	CTC Status (Designed for Transfer)	CNC Status (Not designed for transfer)	Requirements
BCA, BCV		✔	For both on-the-job training (OJT) and related instruction, instructors must meet the individual Apprenticeship Program Registered Standards of Journeyman as defined by Section 446.021(4), FSS "a person working in an apprenticeable occupation who has successfully completed a registered apprenticeship program, or who has worked the number of years required by established industry practices for the particular trade or occupation." The instructor must be screened and qualified (approved) by the Registered Apprenticeship Program Sponsor Committee. An approval letter from this Committee will become part of the faculty roster form and placed in the instructor's file.

For all Faculty: Ability to demonstrate the use of technology in the classroom; must be able to use the technology required for the assigned course.
Coursework within the degree must reflect competencies in the courses to be taught.

Reviewed/Revised

May 2011	Eric Kennedy

INSTRUCTIONAL CREDENTIALING CRITERIA
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Credentialing Parameters for Particular Disciplines

All degrees and course work must be obtained from regionally accredited colleges or universities.

DISCIPLINE AREA	Architecture (AA)

Palm Beach State Course Prefix	CTC Status (Designed for Transfer)	CNC Status (Not designed for transfer)	Requirements
ARC	✔		Master's degree in Architecture. **OR** Master's degree and 18 graduate semester hours in Architecture. **OR** Bachelor's degree in Architecture (5 year).

For all Faculty: Ability to demonstrate the use of technology in the classroom; must be able to use the technology required for the assigned course.
Coursework within the degree must reflect competencies in the courses to be taught.

Reviewed/Revised

July 2011	Michael Foster

PALM BEACH STATE
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INSTRUCTIONAL CREDENTIALING CRITERIA
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Credentialing Parameters for Particular Disciplines

All degrees and course work must be obtained from regionally accredited colleges or universities.

DISCIPLINE AREA	Art (AA)

Palm Beach State Course Prefix	CTC Status (Designed for Transfer)	CNC Status (Not designed for transfer)	Requirements
ART	✔		Master's degree in Art or Fine Art with major in Studio Arts (Drawing, Sculpture, Painting, Ceramics, Silk Screening, or Photography). **OR** Master's degree and 18 graduate semester hours in Studio Arts (Drawing, Sculpture, Painting, Ceramics, Silk Screening or Photography).
ARH	✔		Master's degree in Art History **OR** Master's degree and 18 graduate semester hours in Art History.

For all Faculty: Ability to demonstrate the use of technology in the classroom; must be able to use the technology required for the assigned course.
Coursework within the degree must reflect competencies in the courses to be taught.

Reviewed/Revised

July 2012	Vernon Grant

INSTRUCTIONAL CREDENTIALING CRITERIA
ACADEMIC AND PROFESSIONAL PREPARATION

Credentialing Parameters for Particular Disciplines

All degrees and course work must be obtained from regionally accredited colleges or universities.

DISCIPLINE AREA	Astronomy (AA)

Palm Beach State Course Prefix	CTC Status (Designed for Transfer)	CNC Status (Not designed for transfer)	Requirements
AST	✔		Master's degree in Astronomy, Astrophysics, Physics or a related physical science sub-field. **OR** Master's degree and 18 graduate semester hours in Astronomy, Astrophysics, Physics or a related physical science subfield.

For all Faculty: Ability to demonstrate the use of technology in the classroom; must be able to use the technology required for the assigned course.
Coursework within the degree must reflect competencies in the courses to be taught.

Reviewed/Revised

July 2013	Irving Berkowitz

INSTRUCTIONAL CREDENTIALING CRITERIA
ACADEMIC AND PROFESSIONAL PREPARATION

Credentialing Parameters for Particular Disciplines

All degrees and course work must be obtained from regionally accredited colleges or universities.

DISCIPLINE AREA	Automotive Service Technology (PSAV)

Palm Beach State Course Prefix	CTC Status (Designed for Transfer)	CNC Status (Not designed for transfer)	Requirements
AER, DIM 0004, DIM 0302, DIM 0303, DIM 0008, DIM 0610, DIM 0106		✔	Specialized training/industry certifications ASE Master Technician Certification required, competence gained through work experience. AND Six years experience as an automotive technician Demonstrated competency in teaching the discipline.

For all Faculty: Ability to demonstrate the use of technology in the classroom; must be able to use the technology required for the assigned course.
Coursework within the degree must reflect competencies in the courses to be taught.

Reviewed/Revised

July 2013	Eric Kennedy

PALM BEACH STATE
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INSTRUCTIONAL CREDENTIALING CRITERIA
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Credentialing Parameters for Particular Disciplines

All degrees and course work must be obtained from regionally accredited colleges or universities.

DISCIPLINE AREA	Banking (CCC)

Palm Beach State Course Prefix	CTC Status (Designed for Transfer)	CNC Status (Not designed for transfer)	Requirements
BAN		✔	Master's Degree in Business Administration, Banking, Finance, Accounting, or Economics. **OR** Master's Degree with 18 graduate semester hours in Business Administration, Banking, Accounting, Economics, or Finance. **OR** A Bachelor's Degree in Business Administration, Banking, Accounting, Finance or Economics.

For all Faculty: Ability to demonstrate the use of technology in the classroom; must be able to use the technology required for the assigned course.
Coursework within the degree must reflect competencies in the courses to be taught.

Reviewed/Revised

July 2012	David Knopp

PALM BEACH STATE
C O L L E G E

INSTRUCTIONAL CREDENTIALING CRITERIA
ACADEMIC AND PROFESSIONAL PREPARATION

Credentialing Parameters for Particular Disciplines

All degrees and course work must be obtained from regionally accredited colleges or universities.

DISCIPLINE AREA	Biology (AA)

Palm Beach State Course Prefix	CTC Status (Designed for Transfer)	CNC Status (Not designed for transfer)	Requirements
BOT	✔		Master's degree in Botany. **OR** Master's degree and 18 graduate semester hours in Botany.
BSC 1000, BSC 1005, BSC 1005L, BSC 1010, BSC 1010L, BSC 1050, BSC 1050L	✔		Master's degree in Biology. **OR** Master's degree and 18 graduate semester hours in Biology.
BSC 1011, BSC 1011L	✔		Master's degree in Biology with a combination of 18 graduate semester hours in zoology and botany.
BSC 2085, BSC 2085L, BSC 2086, BSC 2086L	✔		Master's degree in Anatomy & Physiology. **OR** Master's degree and 18 graduate semester hours in Anatomy and Physiology or related fields (see Appendix D).
MCB 2010, MCB 2010L	✔		Master's degree in Microbiology. **OR** Master's degree and 18 graduate semester hours in Microbiology.

For all Faculty: Ability to demonstrate the use of technology in the classroom; must be able to use the technology required for the assigned course.

Coursework within the degree must reflect competencies in the courses to be taught.

Reviewed/Revised

July 2013	Irving Berkowitz

PALM BEACH STATE
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INSTRUCTIONAL CREDENTIALING CRITERIA
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Credentialing Parameters for Particular Disciplines

All degrees and course work must be obtained from regionally accredited colleges or universities.

DISCIPLINE AREA	Biotechnology (AS)

Palm Beach State Course Prefix	CTC Status (Designed for Transfer)	CNC Status (Not designed for transfer)	Requirements
BSC 2416C, BSC 2420, BSC 2420L, BSC2421, BSC2421L, BSC2426C, BSC2427, BSC2427L, BSC2432, BSC 2945C	✔		Master's degree in Biology, Biotechnology, Botany, Microbiology, Molecular Biology, Biochemistry, Genetics, or Zoology. **OR** Master's degree and 18 graduate semester hours in Biology, Biotechnology, Botany, Microbiology, Molecular Biology, Biochemistry, or Zoology **OR** Doctorate in Medicine and relevant industry experience and/or academic research.

For all Faculty: Ability to demonstrate the use of technology in the classroom; must be able to use the technology required for the assigned course.
Coursework within the degree must reflect competencies in the courses to be taught.

Reviewed/Revised

July 2008	Edward Willey

INSTRUCTIONAL CREDENTIALING CRITERIA
ACADEMIC AND PROFESSIONAL PREPARATION

Credentialing Parameters for Particular Disciplines

All degrees and course work must be obtained from regionally accredited colleges or universities.

DISCIPLINE AREA	Business Administration & Management (AA, CCC)

Palm Beach State Course Prefix	CTC Status (Designed for Transfer)	CNC Status (Not designed for transfer)	Requirements
BUL 2241, BUL 2242	✔		Law Degree (JD).
ENT 1000 ENT 2000 ENT 2112	✔		Master's degree in Business Administration, Finance, Business, Marketing or Management. **OR** Master's degree and 18 graduate semester hours in Business Administration, Finance, Business, Marketing or Management.
ENT 2120	✔		Master's degree in Marketing **OR** Master's degree and 18 graduate semester hours in Marketing.
GEB 1011, GEB 2930	✔		Master's degree in Business Administration, Finance, Business, Marketing or Management. **OR** Master's degree and 18 graduate semester hours in Business Administration, Finance, Business, Marketing or Management.

GEB 2214	✔		Master's degree in English, Literature, Business Communications, Journalism, or Language Arts. **OR** Master's degree and 18 graduate semester hours in English, Literature, Business Communications, Journalism or Language Arts.
MAR 2011	✔		Master's degree in Marketing. **OR** Master's degree and 18 graduate semester hours in Marketing.
MKA		✔	Master's degree in Marketing. **OR** Master's degree and 18 graduate semester hours in Marketing.
MAN, MNA		✔	Master's degree in Management. **OR** Master's degree in Business Administration and 18 graduate semester hours in Management.
MTB		✔	Master's degree in Business Administration, Finance, Business, Marketing or Management. **OR** Master's degree and 18 graduate semester hours in Business Administration, Finance, Business, Marketing or Management.

For all Faculty: Ability to demonstrate the use of technology in the classroom; must be able to use the technology required for the assigned course.
Coursework within the degree must reflect competencies in the courses to be taught.

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July 2013	David Knopp

INSTRUCTIONAL CREDENTIALING CRITERIA
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Credentialing Parameters for Particular Disciplines

All degrees and course work must be obtained from regionally accredited colleges or universities.

DISCIPLINE AREA	Chemistry (AA)

Palm Beach State Course Prefix	CTC Status (Designed for Transfer)	CNC Status (Not designed for transfer)	Requirements
CHM	✔		Master's degree in Chemistry. **OR** Master's degree and 18 graduate semester hours in Chemistry.

For all Faculty: Ability to demonstrate the use of technology in the classroom; must be able to use the technology required for the assigned course.
Coursework within the degree must reflect competencies in the courses to be taught.

Reviewed/Revised

July 2013	Irving Berkowitz

INSTRUCTIONAL CREDENTIALING CRITERIA
ACADEMIC AND PROFESSIONAL PREPARATION

Credentialing Parameters for Particular Disciplines

All degrees and course work must be obtained from regionally accredited colleges or universities.

DISCIPLINE AREA	Computer Information Systems (AA, AS, ATC, CCC, PSAV)

Palm Beach State Course Prefix	CTC Status (Designed for Transfer)	CNC Status (Not designed for transfer)	Requirements
CEN 2503, CEN 2504, CGS 1100, CGS 2555, CNT 1000/2000, COP 1000/2000, CTS 2320 CTS 2334	✔		Master's degree in Computer Science, Computer Information Systems, Computer-Based Information Systems (e.g., management, decision), Computer Engineering or Information Technology. **OR** Master's degree and 18 graduate semester hours in Computer Science, Computer Information Systems, Computer-Based Information Systems (e.g., management, decision), Computer Engineering or Information Technology.
Other CGS (credit), CIS, other CTS	✔		Master's degree in Computer Science, Computer Information Systems, Computer-Based Information Systems (e.g., management, decision), Computer Engineering or Information Technology. **OR** Master's degree and 18 graduate semester hours in Computer Science, Computer Information Systems, Computer-Based Information Systems (e.g., management, decision), Computer Engineering or Information Technology.

For all Faculty: Ability to demonstrate the use of technology in the classroom; must be able to use the technology required for the assigned course.

Coursework within the degree must reflect competencies in the courses to be taught.

Reviewed/Revised

July 2013	David Knopp

INSTRUCTIONAL CREDENTIALING CRITERIA
ACADEMIC AND PROFESSIONAL PREPARATION

Credentialing Parameters for Particular Disciplines

All degrees and course work must be obtained from regionally accredited colleges or universities.

DISCIPLINE AREA	Cosmetology/Facials/Nails (PSAV)

Palm Beach State Course Prefix	CTC Status (Designed for Transfer)	CNC Status (Not designed for transfer)	Requirements
COS, CSP		✔	Specialized training/industry certifications (current State of Florida Cosmetology, Facial Specialty or Nail Technician License/Registration required); competence gained through work experience. Associate degree or higher desired; minimum academic preparation must be at the same level at which the instructor is teaching.

For all Faculty: Ability to demonstrate the use of technology in the classroom; must be able to use the technology required for the assigned course.
Coursework within the degree must reflect competencies in the courses to be taught.

Reviewed/Revised

July 2007	Eric Kennedy

INSTRUCTIONAL CREDENTIALING CRITERIA
ACADEMIC AND PROFESSIONAL PREPARATION

Credentialing Parameters for Particular Disciplines

All degrees and course work must be obtained from regionally accredited colleges or universities.

DISCIPLINE AREA	Crime Scene Technology (AS, CCC)		

Palm Beach State Course Prefix	CTC Status (Designed for Transfer)	CNC Status (Not designed for transfer)	Requirements
CJB 1465, CJB 1711, CJB 1712, CJB 1721, CJB 1722, CJB 2703, CJB 2735, CJB 2736		✔	Master's degree in Criminal Justice, Forensic Science or Biology. **OR** Master's degree and 18 graduate semester hours in Criminal Justice, Forensic Science or Biology. **OR** Bachelor's degree in Criminal Justice, Forensic Science or Biology.
CJB 2713	✔		Master's degree in Criminal Justice, Forensic Science or Biology. **OR** Master's degree and 18 graduate semester hours in Criminal Justice, Forensic Science or Biology.
CJB 2748		✔	Master's degree in Criminal Justice, Forensic Science, Biology or Chemistry. **OR** Master's degree and 18 graduate semester hours in Criminal Justice, Forensic Science, Biology or Chemistry.

			OR Bachelor's degree in Criminal Justice, Forensic Science, Biology or Chemistry.
CJB 2704		✔	Master's degree in Criminal Justice or Forensic Science. **OR** Master's degree and 18 graduate semester hours in Criminal Justice or Forensic Science. **OR** Bachelor's degree in Criminal Justice or Forensic Science. **OR** J.D. degree with practical experience in a prosecutor or public defender office.

For all Faculty: Ability to demonstrate the use of technology in the classroom; must be able to use the technology required for the assigned course.

Coursework within the degree must reflect competencies in the courses to be taught.

Reviewed/Revised

July 2010	Barbara Cipriano

INSTRUCTIONAL CREDENTIALING CRITERIA
ACADEMIC AND PROFESSIONAL PREPARATION

Credentialing Parameters for Particular Disciplines

All degrees and course work must be obtained from regionally accredited colleges or universities.

DISCIPLINE AREA	Criminal Justice Institute (PSAV)

Palm Beach State Course Prefix	CTC Status (Designed for Transfer)	CNC Status (Not designed for transfer)	Requirements
CJD, CJK, CJT		✔	Current CJSTC-FDLE Instructor's certificate in specialization area, as specified in FAC 11B-20. Minimum academic degree must be at the same level at which the faculty member is teaching.
POO 0200, POO 0500, POO 0498		✔	Current Florida Certified Law Enforcement Officer.

For all Faculty: Ability to demonstrate the use of technology in the classroom; must be able to use the technology required for the assigned course.
Coursework within the degree must reflect competencies in the courses to be taught.

Reviewed/Revised

July 2011	Barbara Cipriano

INSTRUCTIONAL CREDENTIALING CRITERIA
ACADEMIC AND PROFESSIONAL PREPARATION

Credentialing Parameters for Particular Disciplines

All degrees and course work must be obtained from regionally accredited colleges or universities.

DISCIPLINE AREA	Criminal Justice Transfer (AA)		

Palm Beach State Course Prefix	CTC Status (Designed for Transfer)	CNC Status (Not designed for transfer)	Requirements
CCJ, CJC, CJE, CJJ, CJT, DSC	✔		Master's degree in Criminal Justice. **OR** Master's degree and 18 graduate semester hours in Criminal Justice.
CCJ 1618	✔		Master's degree in Criminal Justice, Forensic Science or Forensic Psychology **OR** Master's degree and 18 graduate semester hours in Criminal Justice, Forensic Science or Forensic Psychology.
CJL	✔		Master's degree in Criminal Justice. **OR** Master's degree and 18 graduate semester hours in Criminal Justice. **OR** Law degree (JD).

For all Faculty: Ability to demonstrate the use of technology in the classroom; must be able to use the technology required for the assigned course.
Coursework within the degree must reflect competencies in the courses to be taught.

Reviewed/Revised

July 2013	Barbara Cipriano

PALM BEACH STATE
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INSTRUCTIONAL CREDENTIALING CRITERIA
ACADEMIC AND PROFESSIONAL PREPARATION

Credentialing Parameters for Particular Disciplines

All degrees and course work must be obtained from regionally accredited colleges or universities.

DISCIPLINE AREA	Dental Hygiene (AS) Dental Assisting (PSAV)	

Palm Beach State Course Prefix	CTC Status (Designed for Transfer)	CNC Status (Not designed for transfer)	Requirements
DEA, DES (lecture)		✔	Bachelor's degree (or Bachelor's degree in progress*); faculty must be a graduate of an ADA accredited program; clinical experience.
DEH (lecture)		✔	Bachelor's degree (or Bachelor's degree in progress*) Dental Hygiene faculty must be a graduate of an ADA accredited program. **AND** Current or eligible** Florida Dental Hygiene or Dental Licensure.
DEA (clinical, lab)		✔	Dental Assisting faculty must be a graduate of an ADA accredited program; have clinical experience and possess a current Certified Dental Assistant certificate from the Dental Assisting National Board (DANB). State of Florida licensed dentists are exempt.
DEH (clinical)		✔	Current or eligible** for Florida Dental Hygiene or Dental Licensure, must be a graduate of an ADA accredited program; clinical experience.

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DES (clinical, lab)		✔	Current or eligible** for Florida Dental Hygiene or Dental Licensure, must be a graduate of an ADA accredited program; have clinical experience. **OR** Dental assisting faculty must be a graduate of an ADA accredited program; clinical experience. Possess a current Certified Dental Assistant certificate from the Dental Assisting National Board (DANB). State of Florida licensed dentists are exempt.

*Bachelor's degree must be completed within three years from the date of employment.
**Eligible pertains to Florida Statute 466.002(6) that exempts Dental educators from Florida State Licensure as long as the faculty is licensed in another state.

For all Faculty: Ability to demonstrate the use of technology in the classroom; must be able to use the technology required for the assigned course.
Coursework within the degree must reflect competencies in the courses to be taught.

Reviewed/Revised

July 2013	Nancy Zinser

INSTRUCTIONAL CREDENTIALING CRITERIA
ACADEMIC AND PROFESSIONAL PREPARATION

Credentialing Parameters for Particular Disciplines

All degrees and course work must be obtained from regionally accredited colleges or universities.

DISCIPLINE AREA	Diesel Technology (PSAV)		

Palm Beach State Course Prefix	CTC Status (Designed for Transfer)	CNC Status (Not designed for transfer)	Requirements
AER 0006, AER 0691, AER 0692, AER 0033, AER 0080, AER 0759, DIM 0004, DIM 0006, DIM 0007, DIM 0008, DIM 0014, DIM 0103, DIM 0106, DIM 0201, DIM 0302, DIM 0303, DIM 0500, DIM 0610		✔	Specialized training/industry certifications, ASE Certification in Medium and Heavy Truck required, competence gained through work experience. AND Six years as a medium or heavy truck technician and demonstrated competency in teaching the discipline.

For all Faculty: Ability to demonstrate the use of technology in the classroom; must be able to use the technology required for the assigned course.
Coursework within the degree must reflect competencies in the courses to be taught.

Reviewed/Revised

July 2011	Eric Kennedy

PALM BEACH STATE
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INSTRUCTIONAL CREDENTIALING CRITERIA
ACADEMIC AND PROFESSIONAL PREPARATION

Credentialing Parameters for Particular Disciplines

All degrees and course work must be obtained from regionally accredited colleges or universities.

DISCIPLINE AREA	Early Childhood Education (AS) Child Development Associate (PSAV)

Palm Beach State Course Prefix	CTC Status (Designed for Transfer)	CNC Status (Not designed for transfer)	Requirements
CHD, EDG, EEC1001, EEC 1003-2949	✔		Master's degree in Education. **OR** Master's degree and 18 graduate semester hours in Education.
HEV 0001-0803 HEV 0807-0809		✔	Bachelor's degree or higher with six college credits in Early Childhood Education or Child Growth & Development. One year experience in the child care setting serving children ages birth through eight years.
HEO 0106		✔	Must have current CPR Instructor status from the American Heart Association or the American Red Cross.
HEV 0804, HEV 0194, HEV 0195		✔	Bachelor's degree or higher in Early Childhood Education, Child Development, Recreation, Physical Education, Elementary Education, Special Education, or Family and Consumer Sciences Education (formerly home economics/child development) and knowledgeable of Florida School-Age Child Care Regulations, National School Age Care Alliance (NSACA) Standards and policies for school-age services. **OR** Bachelor's degree or higher with six college credit hours in school-age education or youth

			development. **AND** One year experience*serving school-age children ages birth through twelve years. A Florida teaching certificate may be substituted for the one year of experience in a school-age setting. *One year of experience is equivalent to a minimum of 1040 hours and must be verified. (Certification in Advancing Youth Development (AYD) principles required for HEV0804).

For all Faculty: Ability to demonstrate the use of technology in the classroom; must be able to use the technology required for the assigned course.
Coursework within the degree must reflect competencies in the courses to be taught.

Reviewed/Revised

January 2012	Susan Caldwell

INSTRUCTIONAL CREDENTIALING CRITERIA
ACADEMIC AND PROFESSIONAL PREPARATION

Credentialing Parameters for Particular Disciplines

All degrees and course work must be obtained from regionally accredited colleges or universities.

DISCIPLINE AREA	Economics (AA)

Palm Beach State Course Prefix	CTC Status (Designed for Transfer)	CNC Status (Not designed for transfer)	Requirements
ECO, ECS	✔		Master's degree in Economics. **OR** Master's degree and 18 graduate semester hours in Economics.

For all Faculty: Ability to demonstrate the use of technology in the classroom; must be able to use the technology required for the assigned course.
Coursework within the degree must reflect competencies in the courses to be taught.

Reviewed/Revised

July 2012	Michael Foster

INSTRUCTIONAL CREDENTIALING CRITERIA
ACADEMIC AND PROFESSIONAL PREPARATION

Credentialing Parameters for Particular Disciplines

All degrees and course work must be obtained from regionally accredited colleges or universities.

DISCIPLINE AREA	Education (AA)

Palm Beach State Course Prefix	CTC Status (Designed for Transfer)	CNC Status (Not designed for transfer)	Requirements
EDF, EDP, EME	✔		Master's degree in Education. **OR** Master's degree and 18 graduate semester hours in Education which may include subject specific education courses.

For all Faculty: Ability to demonstrate the use of technology in the classroom; must be able to use the technology required for the assigned course.
Coursework within the degree must reflect competencies in the courses to be taught.

Reviewed/Revised

July 2010	Susan Caldwell

PALM BEACH STATE
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INSTRUCTIONAL CREDENTIALING CRITERIA
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Credentialing Parameters for Particular Disciplines

All degrees and course work must be obtained from regionally accredited colleges or universities.

DISCIPLINE AREA	Electrical Power Technology (AS)

Palm Beach State Course Prefix	CTC Status (Designed for Transfer)	CNC Status (Not designed for transfer)	Requirements
EET 1015C, EET 1025C		✔	Master's degree in Electrical Engineering. **OR** Master's degree and 18 graduate semester hours in Electrical Engineering.
EET, ETS, ETP, ETI, CET		✔	Bachelor's Degree in Electrical Engineering, Mechanical Engineering, Structural Engineering, Industrial Engineering, Computer Engineering, Computer Science, Engineering or Engineering Technology, Building Construction, or Building Management. **AND** Related work experience with knowledge of industry software applications required. OR 18 Master's level credit hours in one of the areas mentioned above.

For all Faculty: Ability to demonstrate the use of technology in the classroom; must be able to use the technology required for the assigned course.
Coursework within the degree must reflect competencies in the courses to be taught.

Reviewed/Revised

July 2013	Edward Willey

PALM BEACH STATE
COLLEGE

INSTRUCTIONAL CREDENTIALING CRITERIA
ACADEMIC AND PROFESSIONAL PREPARATION

Credentialing Parameters for Particular Disciplines

All degrees and course work must be obtained from regionally accredited colleges or universities.

DISCIPLINE AREA	Electrician (PSAV)

Palm Beach State Course Prefix	CTC Status (Designed for Transfer)	CNC Status (Not designed for transfer)	Requirements
BCV 0600 – BCV 0669		✔	Specialized training and industry certifications in the Electrical Trades and applications required; competence gained through industrial work experience. NCCER Certification preferred.

For all Faculty: Ability to demonstrate the use of technology in the classroom; must be able to use the technology required for the assigned course.
Coursework within the degree must reflect competencies in the courses to be taught.

Reviewed/Revised

July 2012	Eric Kennedy

INSTRUCTIONAL CREDENTIALING CRITERIA
ACADEMIC AND PROFESSIONAL PREPARATION

Credentialing Parameters for Particular Disciplines

All degrees and course work must be obtained from regionally accredited colleges or universities.

DISCIPLINE AREA	Emergency Management (AS, CCC)

Palm Beach State Course Prefix	CTC Status (Designed for Transfer)	CNC Status (Not designed for transfer)	Requirements
DSC		✔	Master's degree in Criminal Justice. **OR** Master's degree and 18 graduate semester hours in Criminal Justice.
FFP 1820, FFP 1822, FFP 1830, FFP 1841, FFP 1850, FFP 1882, FFP 2840, FFP 2842, FFP 2800, FFP 2880		✔	Master's degree in Emergency Management. **OR** Master's degree and 18 graduate semester hours in Emergency Management. **OR** Bachelor's degree in Emergency Management and demonstrated competencies in the teaching discipline.

For all Faculty: Ability to demonstrate the use of technology in the classroom; must be able to use the technology required for the assigned course.
Coursework within the degree must reflect competencies in the courses to be taught.

Reviewed/Revised

July 2013	Barbara Cipriano

INSTRUCTIONAL CREDENTIALING CRITERIA
ACADEMIC AND PROFESSIONAL PREPARATION

Credentialing Parameters for Particular Disciplines

All degrees and course work must be obtained from regionally accredited colleges or universities.

DISCIPLINE AREA	Emergency Medical Services/Paramedic/EMT (ATD, CCC, AS)

Palm Beach State Course Prefix	CTC Status (Designed for Transfer)	CNC Status (Not designed for transfer)	Requirements
EMS		✔	Associate's degree or higher in any field. **AND** Current State of Florida Paramedic certification with four years ALS experience in-field; demonstrated competencies in the teaching discipline (Per F.A.C. 64J-1.0201).

For all Faculty: Ability to demonstrate the use of technology in the classroom; must be able to use the technology required for the assigned course.
Coursework within the degree must reflect competencies in the courses to be taught.

Reviewed/Revised

July 2013	Barbara Cipriano

INSTRUCTIONAL CREDENTIALING CRITERIA
ACADEMIC AND PROFESSIONAL PREPARATION

Credentialing Parameters for Particular Disciplines

All degrees and course work must be obtained from regionally accredited colleges or universities.

DISCIPLINE AREA	Engineering (AA,AS)

Palm Beach State Course Prefix	CTC Status (Designed for Transfer)	CNC Status (Not designed for transfer)	Requirements
EGN 1002C	✔		Master's degree in Engineering. **OR** Master's degree and 18 graduate semester hours in Engineering.
EGS 1111C		✔	Master's degree in Engineering. **OR** Master's degree and 18 graduate semester hours in Engineering.

For all Faculty: Ability to demonstrate the use of technology in the classroom; must be able to use the technology required for the assigned course.
Coursework within the degree must reflect competencies in the courses to be taught.

Reviewed/Revised

July 2012	Michael Foster

PALM BEACH STATE
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INSTRUCTIONAL CREDENTIALING CRITERIA
ACADEMIC AND PROFESSIONAL PREPARATION

Credentialing Parameters for Particular Disciplines

All degrees and course work must be obtained from regionally accredited colleges or universities.

DISCIPLINE AREA	English/English Preparatory (AA, Developmental Education)

Palm Beach State Course Prefix	CTC Status (Designed for Transfer)	CNC Status (Not designed for transfer)	Requirements
AML, CRW, ENL, LIT	✔		Master's degree in English or Literature. **OR** Master's degree and 18 graduate semester hours in English or Literature.
ENC 1101, ENC 1101L, ENC 1102, ENC 1121, ENC 1122, ENC 1141	✔		Master's degree in English, Literature, Creative Writing or Linguistics (If Linguistics, courses must have composition and grammar content). **OR** Master's degree and 18 graduate semester hours in English, Literature Creative Writing, or Linguistics (If Linguistics, courses must have composition and grammar content).
LIN	✔		Master's degree in Linguistics, ESOL (English to Speakers of Other Languages), or English (If English, must have at least one course in linguistics).
ENC 1210		✔	Master's degree in English, Literature, Technical Communications, or Language Arts. **OR** Master's degree and 18 graduate semester hours in English, Literature,

			Technical Communications or Language Arts.
ENC 0017, ENC 0025 (DEVELOPMENTAL EDUCATION)		✔	Bachelor's degree in English or Communications, Language Arts or TESOL. **OR** Bachelor's degree in related field and a minimum of 9 graduate semester hours in English, Communications, Developmental Education, Language Arts, Composition and Rhetoric or TESOL.

For all Faculty: Ability to demonstrate the use of technology in the classroom; must be able to use the technology required for the assigned course.
Coursework within the degree must reflect competencies in the courses to be taught.

Faculty holding a Master's or Doctorate degree in English or Literature are deemed competent to teach all literature or composition courses since the course work provides for a high level of proficiency with the skills and competencies needed to teach both composition and literary studies.

Reviewed/Revised

July 2013	Susan Bierster

INSTRUCTIONAL CREDENTIALING CRITERIA
ACADEMIC AND PROFESSIONAL PREPARATION

Credentialing Parameters for Particular Disciplines

All degrees and course work must be obtained from regionally accredited colleges or universities.

DISCIPLINE AREA	English for Academic Purposes (Developmental Education and College Credit)

Palm Beach State Course Prefix	CTC Status (Designed for Transfer)	CNC Status (Not designed for transfer)	Requirements
EAP 0360 EAP 0382 EAP 0420 EAP 0460 (Developmental Education)		✔	Bachelor's degree in Applied Linguistics, Bilingual Education, Multicultural Studies, English, Communications, Foreign Language, TESOL (Teachers of English to Speakers of Other Languages) **OR** Bachelor's degree in any field and a minimum of 9 graduate semester hours in TESOL or Applied Linguistics.
EAP 1520 EAP 1584 EAP 1620 EAP 1684 (College Credit)	✔		Master's degree in Applied Linguistics, Bilingual Education, Multicultural Studies, English, Communications, Foreign Language, TESOL (Teachers of English to Speakers of Other Languages) **OR** Master's degree in any field and a minimum of 18 graduate semester hours in Applied Linguistics, Bilingual Education, Multicultural Studies, English, Communications, Foreign Language, TESOL (Teachers of English to Speakers of Other Languages)

For all Faculty: Ability to demonstrate the use of technology in the classroom; must be able to use the technology required for the assigned course.
Coursework within the degree must reflect competencies in the courses to be taught.

Reviewed/Revised

July 2013	Susan Bierster

PALM BEACH STATE
COLLEGE

INSTRUCTIONAL CREDENTIALING CRITERIA
ACADEMIC AND PROFESSIONAL PREPARATION

Credentialing Parameters for Particular Disciplines

All degrees and course work must be obtained from regionally accredited colleges or universities.

DISCIPLINE AREA	Environmental Science Technology (AS)

Palm Beach State Course Prefix	CTC Status (Designed for Transfer)	CNC Status (Not designed for transfer)	Requirements
EVR, EVS, PCB 2350C	✔		Master's degree in Environmental Science, Biology, Botany, Water Management, Zoology, Geology, Geospatial Science, or Agriculture/Agriscience. **OR** Master's degree and 18 graduate semester hours in Environmental Science, Botany, Biology, Water Management, Zoology, Geology, Geospatial Science, or Agriculture/Agriscience.

For all Faculty: Ability to demonstrate the use of technology in the classroom; must be able to use the technology required for the assigned course.
Coursework within the degree must reflect competencies in the courses to be taught.

Reviewed/Revised

July 2007	Edward Willey

INSTRUCTIONAL CREDENTIALING CRITERIA
ACADEMIC AND PROFESSIONAL PREPARATION

Credentialing Parameters for Particular Disciplines

All degrees and course work must be obtained from regionally accredited colleges or universities.

DISCIPLINE AREA	Fire Science Technology (AS, ATD) Fire Recruit (PSAV)		

Palm Beach State Course Prefix	CTC Status (Designed for Transfer)	CNC Status (Non – Transfer)	Requirements
FFP 1000, FFP 1301, FFP 1302, FFP 1505, FFP 1540, FFP 2111, FFP 2120, FFP 2401, FFP 2402, FFP 2423C, FFP 2510, FFP 2521, FFP 2541, FFP 2604, FFP 2606, FFP 2610, FFP 2630, FFP 2670, FFP 2706, FFP 2720, FFP 2740, FFP 2741, FFP 2770, FFP 2780, FFP 2810, FFP 2811		✔	Bachelor's or Associate degree and current State of Florida Level I Fire Instructor (or higher) within a certificate program area in which they are certified or hold a certificate of competency.
FFP 0020		✔	Specialized training/industry certifications (current State of Florida Level I or higher Fire Instructor certification required), competence gained through work experience. Associate degree or higher

			desired; minimum academic preparation must be at the same level at which the instructor is teaching.

For all Faculty: Ability to demonstrate the use of technology in the classroom; must be able to use the technology required for the assigned course.
Coursework within the degree must reflect competencies in the courses to be taught.

Reviewed /Revised

July 2008	Barbara Cipriano

INSTRUCTIONAL CREDENTIALING CRITERIA
ACADEMIC AND PROFESSIONAL PREPARATION

Credentialing Parameters for Particular Disciplines

All degrees and course work must be obtained from regionally accredited colleges or universities.

DISCIPLINE AREA	Foreign Language (AA)

Palm Beach State Course Prefix	CTC Status (Designed for Transfer)	CNC Status (Non – Transfer)	Requirements
FRE	✔		Master's degree in French. **OR** Master's degree and 18 graduate semester hours in French.
GER	✔		Master's degree in German. **OR** Master's degree and 18 graduate semester hours in German.
SPN	✔		Master's degree in Spanish. **OR** Master's degree and 18 graduate semester hours in Spanish.

For all Faculty: Ability to demonstrate the use of technology in the classroom; must be able to use the technology required for the assigned course.
Coursework within the degree must reflect competencies in the courses to be taught.

Reviewed/Revised

July 2008	Robert Gingras

INSTRUCTIONAL CREDENTIALING CRITERIA
ACADEMIC AND PROFESSIONAL PREPARATION

Credentialing Parameters for Particular Disciplines

All degrees and course work must be obtained from regionally accredited colleges or universities

DISCIPLINE AREA	Geography (AA)

Palm Beach State Course Prefix	CTC Status (Designed for Transfer)	CNC Status (Not designed for transfer)	Requirements
GEA 1000	✔		Master's degree in Geography. **OR** Master's degree and 18 graduate semester hours in Geography.

For all Faculty: Ability to demonstrate the use of technology in the classroom; must be able to use the technology required for the assigned course.
Coursework within the degree must reflect competencies in the courses to be taught.

Reviewed/Revised

July 2007	Susan Caldwell

PALM BEACH STATE
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INSTRUCTIONAL CREDENTIALING CRITERIA
ACADEMIC AND PROFESSIONAL PREPARATION

Credentialing Parameters for Particular Disciplines

All degrees and course work must be obtained from regionally accredited colleges or universities.

DISCIPLINE AREA	Geology (AA)

Palm Beach State Course Prefix	CTC Status (Designed for Transfer)	CNC Status (Not designed for transfer)	Requirements
GLY	✔		Master's degree in Geology or Earth Science. **OR** Master's degree and 18 graduate semester hours in Geology or Earth Science.

For all Faculty: Ability to demonstrate the use of technology in the classroom; must be able to use the technology required for the assigned course.
Coursework within the degree must reflect competencies in the courses to be taught.

Reviewed/Revised

July 2013	Irving Berkowitz

INSTRUCTIONAL CREDENTIALING CRITERIA
ACADEMIC AND PROFESSIONAL PREPARATION

Credentialing Parameters for Particular Disciplines

All degrees and course work must be obtained from regionally accredited colleges or universities.

DISCIPLINE AREA	Graphic Design Technology (AS, CCC)

Palm Beach State Course Prefix	CTC Status (Designed for Transfer)	CNC Status (Not designed for transfer)	Requirements
GRA	✔		Master's degree in Fine Arts in Graphic Design or Studio Arts (photography, drawing, painting, ceramics, printmaking or sculpture). **OR** Master's degree and 18 graduate semester hours in Graphic Design or Studio Arts (photography, drawing, painting, ceramics, printmaking or sculpture). **AND** A minimum of three years of documented work experience (through a portfolio) in Graphic Design.

For all Faculty: Ability to demonstrate the use of technology in the classroom; must be able to use the technology required for the assigned course.
Coursework within the degree must reflect competencies in the courses to be taught.

Reviewed/Revised

July 2011	Vernon Grant

INSTRUCTIONAL CREDENTIALING CRITERIA
ACADEMIC AND PROFESSIONAL PREPARATION

Credentialing Parameters for Particular Disciplines

All degrees and course work must be obtained from regionally accredited colleges or universities.

DISCIPLINE AREA	Green Building Trades (PSAV)

Palm Beach State Course Prefix	CTC Status (Designed for Transfer)	CNC Status (Not designed for transfer)	Requirements
BCV 0002 BCV 0830 BCV 0710 BCV0831	✔		Specialized training and industry certifications in Sustainable Trades and applications required; competence gained through industrial work experience. NCCER Certification preferred.

For all Faculty: Ability to demonstrate the use of technology in the classroom; must be able to use the technology required for the assigned course.
Coursework within the degree must reflect competencies in the courses to be taught.

Reviewed/Revised

July 2012	Eric Kennedy

PALM BEACH STATE
COLLEGE

INSTRUCTIONAL CREDENTIALING CRITERIA
ACADEMIC AND PROFESSIONAL PREPARATION

Credentialing Parameters for Particular Disciplines

All degrees and course work must be obtained from regionally accredited colleges or universities.

DISCIPLINE AREA	Health, Health and Fitness and Physical Education (AA, AS, PSAV)		

Palm Beach State Course Prefix	CTC Status (Designed for Transfer)	CNC Status (Not designed for transfer)	Requirements
HLP, HSC 1101, HSC 2100, HSC 2130, HSC 2140, HSC 2204, HSC 2531	✔		Master's degree in Health Education, Physical Education or Health Related Field. **OR** Master's degree and 18 graduate semester hours in Health Education, Physical Education or Health Related Field.
HSC 1010		✔	Master's degree in Health Related Field. **OR** Master's degree and 18 graduate semester hours in Health Related Field. **OR** Bachelor's degree in Health Related Field and demonstrated competencies in the teaching discipline.
HSC 0003*		✔	Specialized training/industry certifications in Health Related Field, competence gained through work experience. Associate degree or higher desired; minimum academic preparation must be at the same level at which the instructor is teaching.

| PEO, PEP, PET | ✔ | | Master's degree in Physical Education or Exercise Physiology.

OR

Master's degree and 18 graduate semester hours in Physical Education or Exercise Physiology. |

*HSC0003/L secondary instructors to have minimum of Basic Life Support Instructor Certification to teach CPR section of course.

For all Faculty: Ability to demonstrate the use of technology in the classroom; must be able to use the technology required for the assigned course.
Coursework within the degree must reflect competencies in the courses to be taught.

Reviewed/Revised

| July 2010 | Nancy Zinser |

INSTRUCTIONAL CREDENTIALING CRITERIA
ACADEMIC AND PROFESSIONAL PREPARATION

Credentialing Parameters for Particular Disciplines

All degrees and course work must be obtained from regionally accredited colleges or universities.

DISCIPLINE AREA	Health Information Technology(AS) Health Informatics Specialist (CCC) Medical Information Coder/Biller (CCC) Medical Transcription (ATD)

Palm Beach State Course Prefix	CTC Status (Designed for Transfer)	CNC Status (Not designed for transfer)	Requirements
HIM 1282C, HIM 2222C, HIM 2253C, HIM 2810L, HIM 2272C, HIM 1800C, HIM 1000C, HIM 2304C		✔	Associate degree or higher in Health Information Management or health related field **AND** One of the following American Health Information Management Association (AHIMA) certification credentials: CCS, CCS-P, RHIA, or RHIT
HIM 1012C, HIM 1210C, HIM 1433C, HIM 1442C, HIM 2510C, HIM 2826C		✔	Associate degree or higher in Health Information Management or health related field with specialized training in content area.
HIM 2652C, HIM 2045C, HIM 2020C, HIM 2032C, HIM 2034C, HIM 2802		✔	Associate degree or higher in health related field desired with specialized training industry certifications in health/related field. **AND** Certified Medical Transcription certification with Association for Healthcare Documentation on Integrity (AHDI) (formerly AAMT)

For all Faculty: Ability to demonstrate the use of technology in the classroom; must be able to use the technology required for the assigned course.

Coursework within the degree must reflect competencies in the courses to be taught.

Reviewed/Revised

July 2013	Nancy Zinser

INSTRUCTIONAL CREDENTIALING CRITERIA
ACADEMIC AND PROFESSIONAL PREPARATION

Credentialing Parameters for Particular Disciplines

All degrees and course work must be obtained from regionally accredited colleges or universities.

DISCIPLINE AREA	History (AA)

Palm Beach State Course Prefix	CTC Status (Designed for Transfer)	CNC Status (Not designed for transfer)	Requirements
AMH, JST, WOH	✔		Master's degree in History. **OR** Master's degree and 18 graduate semester hours in History.

For all Faculty: Ability to demonstrate the use of technology in the classroom; must be able to use the technology required for the assigned course.
Coursework within the degree must reflect competencies in the courses to be taught.

Reviewed/Revised

July 2012	Michael Foster

PALM BEACH STATE
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INSTRUCTIONAL CREDENTIALING CRITERIA
ACADEMIC AND PROFESSIONAL PREPARATION

Credentialing Parameters for Particular Disciplines

All degrees and course work must be obtained from regionally accredited colleges or universities.

DISCIPLINE AREA	Hospitality Management (AS)

Palm Beach State Course Prefix	CTC Status (Designed for Transfer)	CNC Status (Non – Transfer)	Requirements
FOS, FSS, HFT		✔	Master's degree in Hospitality Management or Culinary Arts. **OR** Master's degree and 18 graduate semester hours in Hospitality Management or Culinary Arts. **OR** Bachelor's degree in Hospitality Management or Culinary Arts, and demonstrated work experiences and competencies in the teaching discipline. **AND** Work experience in the food service industry.

For all Faculty: Ability to demonstrate the use of technology in the classroom; must be able to use the technology required for the assigned course.
Coursework within the degree must reflect competencies in the courses to be taught.

Reviewed/Revised

July 2012	David Knopp

PALM BEACH STATE
COLLEGE

INSTRUCTIONAL CREDENTIALING CRITERIA
ACADEMIC AND PROFESSIONAL PREPARATION

Credentialing Parameters for Particular Disciplines

All degrees and course work must be obtained from regionally accredited colleges or universities.

DISCIPLINE AREA	Human Services (AS, CCC)

Palm Beach State Course Prefix	CTC Status (Designed for Transfer)	CNC Status (Non –Transfer)	Requirements
GEY 2000	✔		Master's degree in Gerontology. **OR** Master's degree and 18 graduate semester hours in Gerontology.
HUS 1203, HUS 1620, HUS 1640		✔	Master's degree in Social Work, Psychology, Education, or related field. **OR** Master's degree and 18 graduate semester hours in Social Work, Psychology, Education, or related field. **AND** Extensive experience working with youth in either a community or school based program.
HUS 1001, HUS 1200, HUS 1302,		✔	Master's degree in Social Work, Psychology, or related field.

HUS 1424, HUS 1850, HUS 1850L, HUS 2308, HUS 2851, HUS2851L			**OR** Master's degree and 18 graduate semester hours in Social Work, Psychology, or related field. **AND** Licensed Florida mental health professional (e.g., mental health counselor, marriage & family counselor, social worker).

For all Faculty: Ability to demonstrate the use of technology in the classroom; must be able to use the technology required for the assigned course.
Coursework within the degree must reflect competencies in the courses to be taught.

Reviewed/Revised

July 2010	Susan Caldwell

**INSTRUCTIONAL CREDENTIALING CRITERIA
ACADEMIC AND PROFESSIONAL PREPARATION**

Credentialing Parameters for Particular Disciplines

All degrees and course work must be obtained from regionally accredited colleges or universities.

DISCIPLINE AREA	Industrial Management (AS)

Palm Beach State Course Prefix	CTC Status (Designed for Transfer)	CNC Status (Not designed for transfer)	Requirements
ETI		✔	Master's degree in Industrial Engineering, Mechanical Engineering, Engineering, Engineering Technology or Industrial Management. **OR** Master's degree and 18 graduate semester hours in Industrial Engineering, Mechanical Engineering, Engineering, Engineering Technology or Industrial Management. **OR** Bachelor's degree in Industrial Engineering, Mechanical Engineering, Engineering, Engineering Technology or Industrial Management. **AND** Related work experience. **AND** Knowledge of industry software applications required.

For all Faculty: Ability to demonstrate the use of technology in the classroom; must be able to use the technology required for the assigned course.

Coursework within the degree must reflect competencies in the courses to be taught.

Reviewed/Revised

July 2010	Eric Kennedy

PALM BEACH STATE
COLLEGE

INSTRUCTIONAL CREDENTIALING CRITERIA
ACADEMIC AND PROFESSIONAL PREPARATION

Credentialing Parameters for Particular Disciplines

All degrees and course work must be obtained from regionally accredited colleges or universities.

DISCIPLINE AREA	Insurance (PSAV)

Palm Beach State Course Prefix	CTC Status (Designed for Transfer)	CNC Status (Not designed for transfer)	Requirements
RMI 0091		✔	Specialized training/industry certifications (certified Property & Casualty Lines instructor with the Florida Department of Financial Services, Licensed Property & Casualty/General Lines – 2.20 authority required), competence gained through work experience. Associate degree or higher desired; minimum academic preparation must be at the same level at which the instructor is teaching.
RMI 0092		✔	Specialized training/industry certifications (certified Life, Health & Variable Annuities instructor with the Florida Department of Financial Services, Licensed Life, Health & Variable Annuities 2.15 authority required), competence gained through work experience. Associate degree or higher desired; minimum academic preparation must be at the same level at which the instructor is teaching.
INO 0018		✔	Specialized training/industry certifications (certified Title Agent Qualification instructor with the Florida Department of Financial Services, Licensed Title Agent required), competence gained through work experience. Associate degree or higher desired; minimum academic preparation must be at the same level at which the instructor is teaching.
RMI 0093, RMI 0635		✔	Specialized training/industry certifications (certified instructor with the Florida

			Department of Financial Services), competence gained through work experience. Associate degree or higher desired; minimum academic preparation must be at the same level at which the instructor is teaching.

For all Faculty: Ability to demonstrate the use of technology in the classroom; must be able to use the technology required for the assigned course.
Coursework within the degree must reflect competencies in the courses to be taught.

Reviewed/Revised

July 2012	David Knopp

INSTRUCTIONAL CREDENTIALING CRITERIA
ACADEMIC AND PROFESSIONAL PREPARATION

Credentialing Parameters for Particular Disciplines

All degrees and course work must be obtained from regionally accredited colleges or universities.

DISCIPLINE AREA	Interdisciplinary/Honors (AA)

Palm Beach State Course Prefix	CTC Status (Designed for Transfer)	CNC Status (Non –Transfer)	Requirements
IDH 2105	✔		Master's degree in Art, Foreign Language, History, Linguistics, Literature, Philosophy, Religion, or Theology. **OR** Master's degree and 18 graduate semester hours in Art, History, Linguistics, Literature, Philosophy, Religion, or Theology.

For all Faculty: Ability to demonstrate the use of technology in the classroom; must be able to use the technology required for the assigned course.
Coursework within the degree must reflect competencies in the courses to be taught.

Reviewed/Revised

July 2012	Ginger Pedersen

INSTRUCTIONAL CREDENTIALING CRITERIA
ACADEMIC AND PROFESSIONAL PREPARATION

Credentialing Parameters for Particular Disciplines

All degrees and course work must be obtained from regionally accredited colleges or universities.

DISCIPLINE AREA	Interior Design (AS)

Palm Beach State Course Prefix	CTC Status (Designed for Transfer)	CNC Status (Non –Transfer)	Requirements
IND		✔	Master's degree in Interior Design. OR Master's degree and 18 graduate semester hours in Interior Design. OR Bachelor's degree in Interior Design and demonstrated competencies in the teaching discipline. OR Bachelor's degree or higher in Architecture with work experience in Interior Design and demonstrated competencies in the teaching discipline.
IND 2460C, IND 2463C		✔	Bachelor's degree or higher in Engineering or Architecture and demonstrated competencies in the teaching discipline and CAD software expertise.
IND 2608C		✔	Bachelor's degree or higher in Engineering or Architecture and demonstrated competencies in Sustainable Design.

For all Faculty: Ability to demonstrate the use of technology in the classroom; must be able to use the technology required for the assigned course.

Coursework within the degree must reflect competencies in the courses to be taught.

Reviewed/Revised

July 2008	Vernon Grant

INSTRUCTIONAL CREDENTIALING CRITERIA
ACADEMIC AND PROFESSIONAL PREPARATION

Credentialing Parameters for Particular Disciplines

All degrees and course work must be obtained from regionally accredited colleges or universities.

DISCIPLINE AREA	Journalism/Mass Communications (AA)

Palm Beach State Course Prefix	CTC Status (Designed for Transfer)	CNC Status (Non – Transfer)	Requirements
JOU, MMC	✔		Master's degree in English, Communications, Journalism, or Mass Communications. **OR** Master's degree and 18 graduate semester hours in English, Journalism, Communications or Mass Communications.

For all Faculty: Ability to demonstrate the use of technology in the classroom; must be able to use the technology required for the assigned course.
Coursework within the degree must reflect competencies in the courses to be taught.

Reviewed/Revised

July 2009	Vernon Grant

INSTRUCTIONAL CREDENTIALING CRITERIA
ACADEMIC AND PROFESSIONAL PREPARATION

Credentialing Parameters for Particular Disciplines

All degrees and course work must be obtained from regionally accredited colleges or universities.

DISCIPLINE AREA	Landscape & Horticulture Management (AS)

Palm Beach State Course Prefix	CTC Status (Designed for Transfer)	CNC Status (Not designed for transfer)	Requirements
GCO, HOS, IPM, LDE, ORH, PLS, PMA, SOS, VEC		✔	Master's degree in Horticulture, Botany, or Agriculture/Agriscience. **OR** Master's degree and 18 graduate semester hours in Horticulture, Botany, or Agriculture/Agriscience. **OR** Bachelor's degree in Horticulture, Botany, or Agriculture/Agriscience and demonstrated competencies in the teaching discipline.

For all Faculty: Ability to demonstrate the use of technology in the classroom; must be able to use the technology required for the assigned course.
Coursework within the degree must reflect competencies in the courses to be taught.

Reviewed Revised

July 2008	Robert Gingras

INSTRUCTIONAL CREDENTIALING CRITERIA
ACADEMIC AND PROFESSIONAL PREPARATION

Credentialing Parameters for Particular Disciplines

All degrees and course work must be obtained from regionally accredited colleges or universities.

DISCIPLINE AREA	Library Science (AA)

Palm Beach State Course Prefix	CTC Status (Designed for Transfer)	CNC Status (Not designed for transfer)	Requirements
LIS	✔		Master of Library Science or its equivalent such as a Master of Arts or Master of Science in Library & Information Studies, from an A.L.A. accredited institution.

For all Faculty: Ability to demonstrate the use of technology in the classroom; must be able to use the technology required for the assigned course.
Coursework within the degree must reflect competencies in the courses to be taught.

Reviewed/Revised

July 2008	Brian Kelley

INSTRUCTIONAL CREDENTIALING CRITERIA
ACADEMIC AND PROFESSIONAL PREPARATION

Credentialing Parameters for Particular Disciplines

All degrees and course work must be obtained from regionally accredited colleges or universities.

DISCIPLINE AREA	Machining Technology (PSAV)

Palm Beach State Course Prefix	CTC Status (Designed for Transfer)	CNC Status (Not designed for transfer)	Requirements
PMT 0202-0265		✔	Specialized training/industry certifications in state-of-the-art machining technologies and industrial software applications required; competence gained through work experience. National Institute for Metal working Skills (NIMS) Certification preferred. Associate degree or higher desired; minimum academic preparation must be at the same level at which the instructor is teaching.

For all Faculty: Ability to demonstrate the use of technology in the classroom; must be able to use the technology required for the assigned course.
Coursework within the degree must reflect competencies in the courses to be taught.

Reviewed/Revised

July 2011	Eric Kennedy

PALM BEACH STATE
COLLEGE

INSTRUCTIONAL CREDENTIALING CRITERIA
ACADEMIC AND PROFESSIONAL PREPARATION

Credentialing Parameters for Particular Disciplines

All degrees and course work must be obtained from regionally accredited colleges or universities.

DISCIPLINE AREA	Massage Therapy (PSAV)

Palm Beach State Course Prefix	CTC Status (Designed for Transfer)	CNC Status (Not designed for transfer)	Requirements
MSS		✔	Specialized training/industry certifications (current State of Florida Massage Therapy licensure required), competence gained through minimum two years fulltime work experience. Associate degree or higher desired; minimum academic preparation must be at the same level at which the instructor is teaching.

For all Faculty: Ability to demonstrate the use of technology in the classroom; must be able to use the technology required for the assigned course.
Coursework within the degree must reflect competencies in the courses to be taught.

Reviewed/Revised

July 2012	Michael Foster

PALM BEACH STATE
COLLEGE

INSTRUCTIONAL CREDENTIALING CRITERIA
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Credentialing Parameters for Particular Disciplines

All degrees and course work must be obtained from regionally accredited colleges or universities.

DISCIPLINE AREA	Mathematics/Mathematics Preparatory (AA, Developmental Education)

Palm Beach State Course Prefix	CTC Status (Designed for Transfer)	CNC Status (Non – Transfer)	Requirements
MAC, MAP, MAS, MGF, MTG, STA	✔		Master's degree in Mathematics. **OR** Master's degree and 18 graduate semester hours in Mathematics.*
MAT 1033	✔		Master's degree in Mathematics, Mathematics Education or Statistics. **OR** Master's degree and 18 graduate semester hours in Mathematics, Math Education or Statistics.
MAT 0022, MAT 0028 (DEVELOPMENTAL EDUCATION)		✔	Master's degree in Mathematics, Mathematics Education or Statistics. **OR** Bachelor's degree in Mathematics, Mathematics Education or Statistics. **OR** Bachelor's degree in Physics, Engineering or Business (any field) with Florida Certification to teach grades 6-12 mathematics. **OR** Bachelor's degree in Physics,

			Engineering or Business (any field) and community college experience in teaching mathematics.

For all Faculty: Ability to demonstrate the use of technology in the classroom; must be able to use the technology required for the assigned course.
Coursework within the degree must reflect competencies in the courses to be taught.

*Please see Appendix B for Nova Southeastern University mathematics courses that will count towards this requirement.

Reviewed/Revised

July 2013	Irving Berkowitz

INSTRUCTIONAL CREDENTIALING CRITERIA
ACADEMIC AND PROFESSIONAL PREPARATION

Credentialing Parameters for Particular Disciplines

All degrees and course work must be obtained from regionally accredited colleges or universities.

DISCIPLINE AREA	Medical Assisting (PSAV)

Palm Beach State Course Prefix	CTC Status (Designed for Transfer)	CNC Status (Not designed for transfer)	Requirements
MEA		✔	CMA - American Association of Medical Assistants (AAMA) or RMA or American Medical Technologists (AMT). **OR** Associate degree or higher in health related field desired with specialized training industry certifications in health related field.

For all Faculty: Ability to demonstrate the use of technology in the classroom; must be able to use the technology required for the assigned course.
Coursework within the degree must reflect competencies in the courses to be taught.

Reviewed/Revised

July 2013	Nancy Zinser

INSTRUCTIONAL CREDENTIALING CRITERIA
ACADEMIC AND PROFESSIONAL PREPARATION

Credentialing Parameters for Particular Disciplines

All degrees and course work must be obtained from regionally accredited colleges or universities.

DISCIPLINE AREA	Motion Picture & Television Production (CCC, AS)		

Palm Beach State Course Prefix	CTC Status (Designed for Transfer)	CNC Status (Non – Transfer)	Requirements
FIL 2000, FIL 2002, FIL 2031, FIL 2032, FIL 2611, RTV 2000C, RTV 2300	✔		Master's degree in Motion Picture, Film or Television Production Technology. **OR** Master's degree and 18 graduate semester hours in Motion Picture, Film or Television Production Technology.
FIL 1456C, FIL 1461C, FIL 1940C, FIL 1518C, FIL 1641C, FIL 2100, FIL 2130, FIL 2361C, FIL 2420C, FIL2425C, FIL 2432C, FIL 2488C, FIL 2491C, FIL 2571C, FIL 2480, FIL 2537, FIL 2528C, FIL 2561C, FIL 2671C, FIL 2910, FIL 2930, FIL 2941, FIL 2942,		✔	Master's degree in Motion Picture, Film or Television Production Technology. **OR** Master's degree and 18 graduate semester hours in Motion Picture, Film or Television Production Technology. **OR** Bachelor's degree in Motion Picture, Film or Television Production Technology and demonstrated competencies in the teaching discipline.

RTV 1100C, RTV1201C, RTV 2245C, RTV 2250C, RTV 2333C, RTV 2710, RTV 2940			

For all Faculty: Ability to demonstrate the use of technology in the classroom; must be able to use the technology required for the assigned course.

Coursework within the degree must reflect competencies in the courses to be taught.

Reviewed/Revised

July 2009	Vernon Grant

PALM BEACH STATE
COLLEGE

INSTRUCTIONAL CREDENTIALING CRITERIA
ACADEMIC AND PROFESSIONAL PREPARATION

Credentialing Parameters for Particular Disciplines

All degrees and course work must be obtained from regionally accredited colleges or universities.

DISCIPLINE AREA	Music (AA)		

Palm Beach State Course Prefix	CTC Status (Designed for Transfer)	CNC Status (Non –Transfer)	Requirements
MUH, MUL	✔		Master's degree in Music. **OR** Master's degree and 18 graduate semester hours in Music.
MUC, MUM, MUT	✔		Master's degree in Music. **OR** Master's degree and 18 graduate semester hours in Music. **AND** Keyboard ability, knowledge of music theory and ability to teach coursework in the specified area.
MUN	✔		Master's degree in Music. **OR** Master's degree and 18 graduate semester hours in Music. **AND** Professional experience, ability to conduct/direct an ensemble, ability to teach skills and concepts needed for the specific type of ensemble and repertoire.

MVB, MVJ, MVK, MVP, MVS, MVV, MVW	✔		Master's degree in Music. **OR** Master's degree and 18 graduate semester hours in Music. **AND** Professional experience, performing skill and the ability to teach lessons on the instrument (and musical style) specified by the class.

For all Faculty: Ability to demonstrate the use of technology in the classroom; must be able to use the technology required for the assigned course.

Coursework within the degree must reflect competencies in the courses to be taught.

Reviewed/Revised

July 2008	Vernon Grant

PALM BEACH STATE
COLLEGE

INSTRUCTIONAL CREDENTIALING CRITERIA
ACADEMIC AND PROFESSIONAL PREPARATION

Credentialing Parameters for Particular Disciplines

All degrees and course work must be obtained from regionally accredited colleges or universities.

DISCIPLINE AREA	Nursing (AS, ATC)		

Palm Beach State Course Prefix	CTC Status (Designed for Transfer)	CNC Status (Non – Transfer)	Requirements
NUR (AS)		✔	Master's degree in Nursing. **OR** Master's degree and 18 graduate semester hours in Nursing. **AND** Current State of Florida licensure as a Registered Nurse.
NUR (Lab/Clinical) NUR (ATC)		✔	Master's degree in Nursing. **OR** Master's degree and 18 graduate semester hours in Nursing. **OR** Bachelor's degree in Nursing and demonstrated competencies in the teaching discipline. **AND** Current State of Florida

			licensure as a Registered Nurse.

For all Faculty: Ability to demonstrate the use of technology in the classroom; must be able to use the technology required for the assigned course.
Coursework within the degree must reflect competencies in the courses to be taught.

Reviewed/Revised

July 2013	Buddy Herrington

INSTRUCTIONAL CREDENTIALING CRITERIA
ACADEMIC AND PROFESSIONAL PREPARATION

Credentialing Parameters for Particular Disciplines

All degrees and course work must be obtained from regionally accredited colleges or universities.

DISCIPLINE AREA	Nutrition (AA)

Palm Beach State Course Prefix	CTC Status (Designed for Transfer)	CNC Status (Not designed for transfer)	Requirements
HUN 1201	✔		Master's degree in Dietetics or Nutrition. **OR** Master's degree and 18 graduate semester hours in Dietetics or Nutrition.

For all Faculty: Ability to demonstrate the use of technology in the classroom; must be able to use the technology required for the assigned course.
Coursework within the degree must reflect competencies in the courses to be taught.

Reviewed/Revised

July 2011	Nancy Zinser

INSTRUCTIONAL CREDENTIALING CRITERIA
ACADEMIC AND PROFESSIONAL PREPARATION

Credentialing Parameters for Particular Disciplines

All degrees and course work must be obtained from regionally accredited colleges or universities.

DISCIPLINE AREA	Oceanography (AA)

Palm Beach State Course Prefix	CTC Status (Designed for Transfer)	CNC Status (Not designed for transfer)	Requirements
OCE	✔		Master's degree in Marine Studies, Oceanography, Geology, Earth Science or related marine studies sub fields. **OR** Master's degree and 18 graduate semester hours in Marine Studies, Oceanography, Geology, Earth Science or related marine sub fields.

For all Faculty: Ability to demonstrate the use of technology in the classroom; must be able to use the technology required for the assigned course.
Coursework within the degree must reflect competencies in the courses to be taught.

Reviewed/Revised

July 2013	Irving Berkowitz

PALM BEACH STATE
COLLEGE

INSTRUCTIONAL CREDENTIALING CRITERIA
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Credentialing Parameters for Particular Disciplines

All degrees and course work must be obtained from regionally accredited colleges or universities.

DISCIPLINE AREA	Office Management Technology (AS)		

Palm Beach State Course Prefix	CTC Status (Designed for Transfer)	CNC Status (Non – Transfer)	Requirements
OST (credit- all except OST2335 and OST2339)		✔	Master's degree in Office Management/Systems, Business or Business Education. **OR** Master's degree and 18 graduate semester hours in Office Management/Systems, Business or Business Education. **OR** Bachelor's degree in Office Management/Systems, Business, Business Education or Paralegal and demonstrated competencies in the teaching discipline.
OST 2335, OST 2339			Master's degree in Office Management/Systems, Business, Business Education or English. **OR** Master's degree and 18 graduate semester hours in Office Management/Systems, Business, Business Education or English. **OR** Bachelor's degree in Office

			Management/Systems, Business, Business Education or English and demonstrated competencies in the teaching discipline.

For all Faculty: Ability to demonstrate the use of technology in the classroom; must be able to use the technology required for the assigned course.

Coursework within the degree must reflect competencies in the courses to be taught.

Reviewed/Revised

July 2012	David Knopp

INSTRUCTIONAL CREDENTIALING CRITERIA
ACADEMIC AND PROFESSIONAL PREPARATION

Credentialing Parameters for Particular Disciplines

All degrees and course work must be obtained from regionally accredited colleges or universities.

DISCIPLINE AREA	Office Occupations (PSAV)

Palm Beach State Course Prefix	CTC Status (Designed for Transfer)	CNC Status (Not designed for transfer)	Requirements
OCA, OTA		✔	Specialized training/industry certifications in Office Systems/Management, competence gained through work experience. Associate degree or higher desired; minimum academic preparation must be at the same level at which the instructor is teaching.

For all Faculty: Ability to demonstrate the use of technology in the classroom; must be able to use the technology required for the assigned course.
Coursework within the degree must reflect competencies in the courses to be taught.

Reviewed/Revised

July 2012	David Knopp

PALM BEACH STATE
COLLEGE

INSTRUCTIONAL CREDENTIALING CRITERIA
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Credentialing Parameters for Particular Disciplines
All degrees and course work must be obtained from regionally accredited colleges or universities

DISCIPLINE AREA	Ophthalmic Medical Technology (AS)

Palm Beach State Course Prefix	CTC Status (Designed for Transfer)	CTN Status (Not Designed for Transfer)	Requirements
OPT		X	Doctorate in Medicine or Optometry. **OR** Master's or Bachelor's degree in any field. **AND** Certified Ophthalmic Assistant (COA) OR Certified Ophthalmic Technician (COT) OR Certified Ophthalmic Medical Technologist (COMT) certification OR Licensed Optician. *(Only persons with the Master's or Bachelor's degree require a certification).*

For all Faculty: Ability to demonstrate the use of technology in the classroom; must be able to use the technology required for the assigned course.
Coursework within the degree must reflect competencies in the courses to be taught.

Reviewed/Revised

January 2012	Edward Willey

INSTRUCTIONAL CREDENTIALING CRITERIA
ACADEMIC AND PROFESSIONAL PREPARATION

Credentialing Parameters for Particular Disciplines

All degrees and course work must be obtained from regionally accredited colleges or universities.

DISCIPLINE AREA	Paralegal (AS)

Palm Beach State Course Prefix	CTC Status (Designed for Transfer)	CNC Status (Not designed for transfer)	Requirements
PLA		✔	Law Degree (JD) or Bachelor of Laws (LLB).
PLA 2762		✔	Associate degree or higher in Paralegal or Office Management/Systems and competence gained through a minimum of three years full-time work experience in-field.

For all Faculty: Ability to demonstrate the use of technology in the classroom; must be able to use the technology required for the assigned course.
Coursework within the degree must reflect competencies in the courses to be taught.

Reviewed/Revised

July 2007	Edward Willey

INSTRUCTIONAL CREDENTIALING CRITERIA
ACADEMIC AND PROFESSIONAL PREPARATION

Credentialing Parameters for Particular Disciplines

All degrees and course work must be obtained from regionally accredited colleges or universities.

DISCIPLINE AREA	Patient Care Assistant (PSAV)

Palm Beach State Course Prefix	CTC Status (Designed for Transfer)	CNC Status (Not designed for transfer)	Requirements
HCP 0120, HCP 0300, HCP 0620, HSC 0003L		✔	Registered Nurse with current Florida licensure; minimum academic preparation must be at the same level at which the instructor is teaching.

For all Faculty: Ability to demonstrate the use of technology in the classroom; must be able to use the technology required for the assigned course.
Coursework within the degree must reflect competencies in the courses to be taught.

Reviewed/Revised

July 2007	Jacqueline Rogers

INSTRUCTIONAL CREDENTIALING CRITERIA
ACADEMIC AND PROFESSIONAL PREPARATION

Credentialing Parameters for Particular Disciplines

All degrees and course work must be obtained from regionally accredited colleges or universities.

DISCIPLINE AREA	Philosophy (AA)

Palm Beach State Course Prefix	CTC Status (Designed for Transfer)	CNC Status (Not designed for transfer)	Requirements
PHI	✔		Master's degree in Philosophy. **OR** Master's degree and 18 graduate semester hours in Philosophy.

For all Faculty: Ability to demonstrate the use of technology in the classroom; must be able to use the technology required for the assigned course.
Coursework within the degree must reflect competencies in the courses to be taught.
Reviewed/Revised

July 2012	Michael Foster

INSTRUCTIONAL CREDENTIALING CRITERIA
ACADEMIC AND PROFESSIONAL PREPARATION

Credentialing Parameters for Particular Disciplines

All degrees and course work must be obtained from regionally accredited colleges or universities.

DISCIPLINE AREA	Photography (AA)

Palm Beach State Course Prefix	CTC Status (Designed for Transfer)	CNC Status (Not designed for transfer)	Requirements
PGY	✔		Master's degree in Art, Fine Arts or Photography **AND** 18 graduate semester hours in Photography. **OR** Master's degree and 18 graduate semester hours in Photography.

For all Faculty: Ability to demonstrate the use of technology in the classroom; must be able to use the technology required for the assigned course.
Coursework within the degree must reflect competencies in the courses to be taught.

Reviewed/Revised

July 2012	Michael Foster

INSTRUCTIONAL CREDENTIALING CRITERIA
ACADEMIC AND PROFESSIONAL PREPARATION

Credentialing Parameters for Particular Disciplines

All degrees and course work must be obtained from regionally accredited colleges or universities.

DISCIPLINE AREA	Physical Science (AA)

Palm Beach State Course Prefix	CTC Status (Designed for Transfer)	CNC Status (Not designed for transfer)	Requirements
ESC 1000	✔		Master's degree in Earth Science, Geology, Oceanography, Meteorology, Physics, Physical Science, Astronomy, or Geoscience. **OR** Master's degree and 18 graduate semester hours in Earth Science, Geology, Oceanography, Meteorology, Physics, Physical Science, Astronomy, or Geoscience.
PSC 1341	✔		Master's degree in Physics, Physical Science, or related physical science sub-fields. **OR** Master's degree and 18 graduate semester hours in Physics, Physical Science, or related physical science sub-fields.

For all Faculty: Ability to demonstrate the use of technology in the classroom; must be able to use the technology required for the assigned course.
Coursework within the degree must reflect competencies in the courses to be taught.

Reviewed/Revised

July 2013	Irving Berkowitz

PALM BEACH STATE
C O L L E G E

INSTRUCTIONAL CREDENTIALING CRITERIA
ACADEMIC AND PROFESSIONAL PREPARATION

Credentialing Parameters for Particular Disciplines

All degrees and course work must be obtained from regionally accredited colleges or universities.

DISCIPLINE AREA	Physics (AA)

Palm Beach State Course Prefix	CTC Status (Designed for Transfer)	CNC Status (Not designed for transfer)	Requirements
PHY	✔		Master's degree in Physics. **OR** Master's degree and 18 graduate semester hours in Physics.

For all Faculty: Ability to demonstrate the use of technology in the classroom; must be able to use the technology required for the assigned course.
Coursework within the degree must reflect competencies in the courses to be taught.

Reviewed/Revised

July 2013	Irving Berkowitz

INSTRUCTIONAL CREDENTIALING CRITERIA
ACADEMIC AND PROFESSIONAL PREPARATION

Credentialing Parameters for Particular Disciplines

All degrees and course work must be obtained from regionally accredited colleges or universities.

DISCIPLINE AREA	Pilot (Aeronautical Science) (AS)

Palm Beach State Course Prefix	CTC Status (Designed for Transfer)	CNC Status (Not designed for transfer)	Requirements
ASC, AVM		✔	Master's degree in Aviation, Avionics, Aerospace or Aeronautics. **OR** Master's degree and 18 graduate semester hours in Aviation, Avionics, Aerospace or Aeronautics. **OR** Bachelor's degree in Aviation, Avionics, Aerospace or Aeronautics, **AND** Airline Transport Pilot (ATP) or Designated Pilot Examiner (DPE) license with 2 years Professional Pilot experience; Federal Aviation Administration (FAA) licensure appropriate to teaching discipline. **AND** Demonstrated competency in the teaching discipline.

AMT, ATF, ATT, ASC 1310		✔	Associate in Science degree in Aviation, Avionics, Aerospace or Aeronautics. **AND** Demonstrated competency in the teaching discipline. **AND** Federal Aviation Administration (FAA) Licensure appropriate to teaching area.

For all Faculty: Ability to demonstrate the use of technology in the classroom; must be able to use the technology required for the assigned course.
Coursework within the degree must reflect competencies in the courses to be taught.

Reviewed/Revised

July 2010	Eric Kennedy

INSTRUCTIONAL CREDENTIALING CRITERIA
ACADEMIC AND PROFESSIONAL PREPARATION

Credentialing Parameters for Particular Disciplines

All degrees and course work must be obtained from regionally accredited colleges or universities.

DISCIPLINE AREA	Political Science (AA)

Palm Beach State Course Prefix	CTC Status (Designed for Transfer)	CNC Status (Not designed for transfer)	Requirements
CPO, INR, POS	✔		Master's degree in Political Science. **OR** Master's degree and 18 graduate semester hours in Political Science.

For all Faculty: Ability to demonstrate the use of technology in the classroom; must be able to use the technology required for the assigned course.
Coursework within the degree must reflect competencies in the courses to be taught.

Reviewed/Revised

July 2012	Michael Foster

INSTRUCTIONAL CREDENTIALING CRITERIA
ACADEMIC AND PROFESSIONAL PREPARATION

Credentialing Parameters for Particular Disciplines

All degrees and course work must be obtained from regionally accredited colleges or universities.

DISCIPLINE AREA	Practical Nursing (PSAV)

Palm Beach State Course Prefix	CTC Status (Designed for Transfer)	CNC Status (Not designed for transfer)	Requirements
PRN (except PRN 0022)		✔	Registered Nurse with Bachelor's degree in Nursing or health related field with current State of Florida licensure as Registered Nurse. **OR** Registered Nurse with current State of Florida licensure and demonstrated competencies in the teaching discipline.
PRN 0022		✔	Registered Nurse with current State of Florida licensure. **OR** Associate degree or higher in health related field desired with specialized training industry certifications in health related field.

For all Faculty: Ability to demonstrate the use of technology in the classroom; must be able to use the technology required for the assigned course.
Coursework within the degree must reflect competencies in the courses to be taught.

Reviewed/Revised

July 2010	Nancy Zinser

INSTRUCTIONAL CREDENTIALING CRITERIA
ACADEMIC AND PROFESSIONAL PREPARATION

Credentialing Parameters for Particular Disciplines

All degrees and course work must be obtained from regionally accredited colleges or universities.

DISCIPLINE AREA	Psychology (AA)

Palm Beach State Course Prefix	CTC Status (Designed for Transfer)	CNC Status (Not designed for transfer)	Requirements
CLP, DEP, PSY, SOP	✔		Master's degree in Psychology or Counseling Psychology. **OR** Master's degree and 18 graduate semester hours in Psychology or Counseling Psychology.

For all Faculty: Ability to demonstrate the use of technology in the classroom; must be able to use the technology required for the assigned course.
Coursework within the degree must reflect competencies in the courses to be taught.

Reviewed/Revised

July 2011	Susan Caldwell

PALM BEACH STATE
C O L L E G E

INSTRUCTIONAL CREDENTIALING CRITERIA
ACADEMIC AND PROFESSIONAL PREPARATION

Credentialing Parameters for Particular Disciplines

All degrees and course work must be obtained from regionally accredited colleges or universities.

DISCIPLINE AREA	Radiography (AS, ATC)

Palm Beach State Course Prefix	CTC Status (Designed for Transfer)	CNC Status (Not designed for transfer)	Requirements
RTE		✔	Master's degree in Radiography, Health Science, Science or Education. **OR** Master's degree and 18 graduate semester hours in Radiography, Health Science, Science or Education. **OR** Bachelor's degree in Radiography, and demonstrated competencies in the teaching discipline. **OR** Associate degree in Radiography and demonstrated competencies in the teaching discipline. **AND** Current State of Florida Licensure in Radiography, American Registry of Radiologic Technologists (ARRT) certification.

For all Faculty: Ability to demonstrate the use of technology in the classroom; must be able to use the technology required for the assigned course.

Coursework within the degree must reflect competencies in the courses to be taught.

Reviewed/Revised

July 2010	Jacqueline Rogers

PALM BEACH STATE
COLLEGE

INSTRUCTIONAL CREDENTIALING CRITERIA
ACADEMIC AND PROFESSIONAL PREPARATION

Credentialing Parameters for Particular Disciplines

All degrees and course work must be obtained from regionally accredited colleges or universities.

DISCIPLINE AREA	Reading (Developmental Education)

Palm Beach State Course Prefix	CTC Status (Designed for Transfer)	CNC Status (Not designed for transfer)	Requirements
REA 0017 (DEVELOPMENTAL EDUCATION)		✔	Bachelor's degree in Reading, Elementary Education, English or Language Arts. **OR** Bachelor's degree in any field and a minimum of 9 graduate semester hours in Reading, Elementary Education, English or Language Arts.

For all Faculty: Ability to demonstrate the use of technology in the classroom; must be able to use the technology required for the assigned course.
Coursework within the degree must reflect competencies in the courses to be taught.

Reviewed/Revised

July 2013	Susan Bierster

INSTRUCTIONAL CREDENTIALING CRITERIA
ACADEMIC AND PROFESSIONAL PREPARATION

Credentialing Parameters for Particular Disciplines

All degrees and course work must be obtained from regionally accredited colleges or universities.

DISCIPLINE AREA	Real Estate (PSAV)

Palm Beach State Course Prefix	CTC Status (Designed for Transfer)	CNC Status (Not designed for transfer)	Requirements
REE		✔	Current State of Florida Licensed Real Estate Broker, certified real estate instructor with the Florida Division of Real Estate (Florida Statute 475.451).

For all Faculty: Ability to demonstrate the use of technology in the classroom; must be able to use the technology required for the assigned course.
Coursework within the degree must reflect competencies in the courses to be taught.

Reviewed/Revised

July 2011	David Knopp

INSTRUCTIONAL CREDENTIALING CRITERIA
ACADEMIC AND PROFESSIONAL PREPARATION

Credentialing Parameters for Particular Disciplines

All degrees and course work must be obtained from regionally accredited colleges or universities.

DISCIPLINE AREA	Religion (AA)

Palm Beach State Course Prefix	CTC Status (Designed for Transfer)	CNC Status (Not designed for transfer)	Requirements
REL	✔		Master's degree in Religion, Philosophy or Theology. **OR** Master's degree and 18 graduate semester hours in Religion, Philosophy or Theology.

For all Faculty: Ability to demonstrate the use of technology in the classroom; must be able to use the technology required for the assigned course.
Coursework within the degree must reflect competencies in the courses to be taught.

Reviewed/Revised

July 2013	Michael Foster

INSTRUCTIONAL CREDENTIALING CRITERIA
ACADEMIC AND PROFESSIONAL PREPARATION

Credentialing Parameters for Particular Disciplines

All degrees and course work must be obtained from regionally accredited colleges or universities.

DISCIPLINE AREA	Respiratory Care (AS)

Palm Beach State Course Prefix	CTC Status (Designed for Transfer)	CNC Status (Not designed for transfer)	Requirements
RET (Lecture)		✔	Master's degree in Respiratory Care/Cardiopulmonary, Health Science, Science, or Education. **OR** Master's degree and 18 graduate semester hours in Respiratory Care/Cardiopulmonary, Health Science, Science, or Education. **OR** Bachelor's degree in Respiratory Care/Cardiopulmonary, Health Science, Science, or Education, and demonstrated competencies in the teaching discipline **AND** NBRC credential; Current State of Florida Licensure as a Respiratory Therapist.
RET (Lab/Clinical)		✔	Associate in Science degree in Respiratory Care/Cardiopulmonary and NBRC credential; Current State of Florida Licensure as a Respiratory Therapist.

For all Faculty: Ability to demonstrate the use of technology in the classroom; must be able to use the technology required for the assigned course.
Coursework within the degree must reflect competencies in the courses to be taught.
Reviewed/Revised

May 2005	Jacqueline Rogers

INSTRUCTIONAL CREDENTIALING CRITERIA
ACADEMIC AND PROFESSIONAL PREPARATION

Credentialing Parameters for Particular Disciplines

All degrees and course work must be obtained from regionally accredited colleges or universities.

DISCIPLINE AREA	Sociology (AA)

Palm Beach State Course Prefix	CTC Status (Designed for Transfer)	CNC Status (Non – Transfer)	Requirements
SYG	✔		Master's degree in Sociology. **OR** Master's degree and 18 graduate semester hours in Sociology. *For credentialing in Sociology, course work in social work or the social sciences will not be accepted in lieu of course work in Sociology.*

For all Faculty: Ability to demonstrate the use of technology in the classroom; must be able to use the technology required for the assigned course.
Coursework within the degree must reflect competencies in the courses to be taught.

Reviewed/Revised

July 2004	Susan Caldwell

PALM BEACH STATE
COLLEGE

INSTRUCTIONAL CREDENTIALING CRITERIA
ACADEMIC AND PROFESSIONAL PREPARATION

Credentialing Parameters for Particular Disciplines

All degrees and course work must be obtained from regionally accredited colleges or universities.

DISCIPLINE AREA	Sonography (AS, CCC, ATC)	

Palm Beach State Course Prefix	CTC Status (Designed for Transfer)	CNC Status (Not designed for transfer)	Requirements
SON (Lecture)		✔	Master's degree in Radiology, Sonography, Health Science, Science or Education. **OR** Master's degree and 18 graduate semester hours in Radiology, Sonography, Health Science, Science or Education. **OR** Bachelor's degree and completion of an accredited sonography program and demonstrated competencies in the teaching discipline. **AND** Hold current registry by the American Registry of Diagnostic Medical Sonographers (ARDMS) or Cardiovascular Credentialing International (CCI) – RCS or RVS, or American Registry in Radiologic Technology (Sonography) ARRT(s).
SON (Clinical/Lab)		✔	Master's degree in Radiology, Sonography, Health Science, Science or Education. **OR**

			Master's degree and 18 graduate semester hours in Radiology, Sonography, Health Science, Science or Education. **OR** Bachelor's degree and completion of an accredited sonography program and demonstrated competencies in the teaching discipline. **OR** Associate in Science degree in Radiography or Sonography and demonstrated competencies in the teaching discipline. **AND** Hold current or eligible for national registry by the American Registry of Diagnostic Medical Sonographers (ARDMS) or Cardiovascular Credentialing International (CCI) – RCS or RVS or American Registry in Radiologic Technology (Sonography) ARRT(s).

For all Faculty: Ability to demonstrate the use of technology in the classroom; must be able to use the technology required for the assigned course.

Coursework within the degree must reflect competencies in the courses to be taught.

Reviewed/Revised

July 2010	Jacqueline Rogers

INSTRUCTIONAL CREDENTIALING CRITERIA
ACADEMIC AND PROFESSIONAL PREPARATION

Credentialing Parameters for Particular Disciplines

All degrees and course work must be obtained from regionally accredited colleges or universities.

DISCIPLINE AREA	Speech (AA)

Palm Beach State Course Prefix	CTC Status (Designed for Transfer)	CNC Status Non-Transfer)	Requirements
ORI, SPC	✔		Master's degree in Speech or Communications. **OR** Master's degree and 18 graduate semester hours in Speech, Oratory, Communications or Speech-related Theater courses.

For all Faculty: Ability to demonstrate the use of technology in the classroom; must be able to use the technology required for the assigned course.
Coursework within the degree must reflect competencies in the courses to be taught.

Reviewed/Revised

July 2008	Robert Gingras

PALM BEACH STATE
COLLEGE

INSTRUCTIONAL CREDENTIALING CRITERIA
ACADEMIC AND PROFESSIONAL PREPARATION

Credentialing Parameters for Particular Disciplines

All degrees and course work must be obtained from regionally accredited colleges or universities.

DISCIPLINE AREA	Student Development (AA)

Palm Beach State Course Prefix	CTC Status (Designed for Transfer)	CNC Status (Not designed for transfer)	Requirements
SLS 1501	✔		Master's degree in education (any field), psychology, sociology, counseling, family and marriage therapy, or social work **OR** Master's degree with 18 graduate semester hours in education (any field), psychology, sociology, counseling, family and marriage therapy, or social work.
SLS 1300, SLS 1301, SLS 1302, SLS 1303	✔		Master's degree in education (any field), psychology, sociology, counseling or social work **OR** Master's degree with 18 graduate semester hours in education (any field), psychology, sociology, counseling or social work.
SLS 2261	✔		Faculty teaching Student Life Skills (SLS) curriculum related to leadership development must hold a master's degree. Design and content is based on the development of goal setting, conflict resolution and leadership skills. PTK Leadership Certification required.

For all Faculty: Ability to demonstrate the use of technology in the classroom; must be able to use the technology required for the assigned course.
Coursework within the degree must reflect competencies in the courses to be taught.

Reviewed/Revised

July 2008	Susan Bierster

INSTRUCTIONAL CREDENTIALING CRITERIA
ACADEMIC AND PROFESSIONAL PREPARATION

Credentialing Parameters for Particular Disciplines

All degrees and course work must be obtained from regionally accredited colleges or universities.

DISCIPLINE AREA	Sugar Technology (CCC, AS)		

Palm Beach State Course Prefix	CTC Status (Designed for Transfer)	CNC Status (Not designed for transfer)	Requirements
AOM		✔	Bachelor's degree in Agriculture, Agricultural Engineering, Chemical Engineering, Industrial Engineering, Mechanical Engineering or Soil Science. **AND** Coursework related to the sugar industry or related agriculture. **AND** A minimum of one year of full-time work experience in the sugar industry or related to sugar industry.

For all Faculty: Ability to demonstrate the use of technology in the classroom; must be able to use the technology required for the assigned course.
Coursework within the degree must reflect competencies in the courses to be taught.

Reviewed/Revised

July 2010	Barry Moore

INSTRUCTIONAL CREDENTIALING CRITERIA
ACADEMIC AND PROFESSIONAL PREPARATION

Credentialing Parameters for Particular Disciplines

All degrees and course work must be obtained from regionally accredited colleges or universities.

DISCIPLINE AREA	Surgical Technology (PSAV)

Palm Beach State Course Prefix	CTC Status (Designed for Transfer)	CNC Status (Not designed for transfer)	Requirements
STS		✔	Certified Surgical Technologist (CST), Certified Nurse-Operating Room (CNOR), or three years of fulltime operating room experience.

For all Faculty: Ability to demonstrate the use of technology in the classroom; must be able to use the technology required for the assigned course.
Coursework within the degree must reflect competencies in the courses to be taught.

Reviewed/Revised

July 2004	Jacqueline Rogers

ACADEMIC AND PROFESSIONAL PREPARATION

Credentialing Parameters for Particular Disciplines

All degrees and course work must be obtained from regionally accredited colleges or universities.

DISCIPLINE AREA	Sustainable Construction Technology (CCC,AS)

Palm Beach State Course Prefix	CTC Status (Designed for Transfer)	CNC Status (Not designed for transfer)	Requirements
BCN, BCT, SUR, ETD, ETI		✔	Master's degree in Building Construction, Civil Engineering, Construction Management, Engineering Technology, Architecture & Design, or Management. **OR** Master's degree and 18 graduate semester hours in Building Construction, Civil Engineering, Construction Management, Engineering Technology, Architecture & Design, or Management. **AND** Five years recent related construction industry experience. Knowledge of building construction software applications preferred.

For all Faculty: Ability to demonstrate the use of technology in the classroom; must be able to use the technology required for the assigned course.
Coursework within the degree must reflect competencies in the courses to be taught.
Reviewed/Revised

July 2013	Eric Kennedy

INSTRUCTIONAL CREDENTIALING CRITERIA
ACADEMIC AND PROFESSIONAL PREPARATION

Credentialing Parameters for Particular Disciplines

All degrees and course work must be obtained from regionally accredited colleges or universities.

DISCIPLINE AREA	Teacher Certification Program (Institutional Credit)	

Palm Beach State Course Prefix	CTC Status (Designed for Transfer)	CNC Status (Not designed for transfer)	Requirements
EPI 0001, EPI 0002, EPI 0003, EPI 0004, EPI 0020, EPI 0030, EPI 0940, EPI 0945,		✔	Master's degree in Education. **OR** Master's degree and 18 graduate semester hours in Education. The 18 graduate semester hours can include subject area specific education courses.
EPI 0009, EPI 0010, EPI 0011		✔	Master's degree in Education or Reading. **OR** Master's degree and 18 graduate semester hours in Education or Reading. The 18 graduate semester hours can include subject area specific education courses. *Coursework or certification to demonstrate competency in Reading required.*

For all Faculty: Ability to demonstrate the use of technology in the classroom; must be able to use the technology required for the assigned course.
Coursework within the degree must reflect competencies in the courses to be taught.

Reviewed/Revised

July 2010	Susan Caldwell

INSTRUCTIONAL CREDENTIALING CRITERIA
ACADEMIC AND PROFESSIONAL PREPARATION

Credentialing Parameters for Particular Disciplines

All degrees and course work must be obtained from regionally accredited colleges or universities.

DISCIPLINE AREA	Theater (AA)

Palm Beach State Course Prefix	CTC Status (Designed for Transfer)	CNC Status (Not designed for transfer)	Requirements
THE, TPA, TPP	✔		Master's degree in Theater. **OR** Master's degree and 18 graduate semester hours in Theater.

For all Faculty: Ability to demonstrate the use of technology in the classroom; must be able to use the technology required for the assigned course.
Coursework within the degree must reflect competencies in the courses to be taught.

Reviewed/Revised

July 2008	Vernon Grant

INSTRUCTIONAL CREDENTIALING CRITERIA
ACADEMIC AND PROFESSIONAL PREPARATION

Credentialing Parameters for Particular Disciplines

All degrees and course work must be obtained from regionally accredited colleges or universities.

DISCIPLINE AREA	Vocational Preparatory Instruction (PSAV)

Palm Beach State Course Prefix	CTC Status (Designed for Transfer)	CNC Status (Not designed for transfer)	Requirements
VPI		✔	Bachelor's degree in Education, Reading, English, Language Arts, Mathematics, Engineering, Physics or Statistics.

For all Faculty: Ability to demonstrate the use of technology in the classroom; must be able to use the technology required for the assigned course.
Coursework within the degree must reflect competencies in the courses to be taught.

Reviewed/Revised

May 2005	Susan Bierster

INSTRUCTIONAL CREDENTIALING CRITERIA
ACADEMIC AND PROFESSIONAL PREPARATION

Credentialing Parameters for Particular Disciplines

All degrees and course work must be obtained from regionally accredited colleges or universities.

DISCIPLINE AREA	Welding Technology (PSAV)

Palm Beach State Course Prefix	CTC Status (Designed for Transfer)	CNC Status (Not designed for transfer)	Requirements
PMT 0108-0201		✔	Specialized training in state-of-the-art welding technologies and industrial applications required; competence gained through industrial work experience. American Welding Society (AWS) and National Center for Construction Education Research (NCCR) certifications preferred. Associate degree or higher desired; minimum academic preparation must be at the same level at which the instructor is teaching.

For all Faculty: Ability to demonstrate the use of technology in the classroom; must be able to use the technology required for the assigned course.
Coursework within the degree must reflect competencies in the courses to be taught.

Reviewed/Revised

July 2007	Eric Kennedy

PALM BEACH STATE
COLLEGE

INSTRUCTIONAL CREDENTIALING CRITERIA
ACADEMIC AND PROFESSIONAL PREPARATION

Credentialing Parameters for Particular Disciplines

All degrees and course work must be obtained from regionally accredited colleges or universities.

DISCIPLINE AREA	Entrepreneurship (BAS)

Palm Beach State Course Prefix	CTC Status (Designed for Transfer)	CNC Status (Not designed for transfer)	Requirements
RMI 3004	✔		Doctoral degree in Business Administration, Entrepreneurship, Management, Operations Management, Organizational Behavior & Management, Risk Management. **OR** Master's Degree Business Administration, Entrepreneurship, Management, Operations Management, Organizational Behavior & Management, Risk Management. **OR** Master's Degree and 18 graduate semester hours in Business Administration, Entrepreneurship, Management, Operations Management, Organizational Behavior & Management, Risk Management. *Specialized training/industry certifications, competence gained through work experience in addition to educational requirements preferred.*
ENT 3000/4000, MAN 4802	✔		Doctoral degree in Business Administration, Entrepreneurship, Management, Operations Management, Organizational Behavior & Management. **OR**

			Master's Degree Business Administration, Entrepreneurship, Management, Operations Management, Organizational Behavior & Management. **OR** Master's Degree and 18 graduate semester hours in Business Administration, Entrepreneurship, Management, Operations Management, Organizational Behavior & Management.

For all Faculty: Ability to demonstrate the use of technology in the classroom; must be able to use the technology required for the assigned course.
Coursework within the degree must reflect competencies in the courses to be taught.

Reviewed/Revised

July 2013	Anita Kaplan

PALM BEACH STATE
COLLEGE

INSTRUCTIONAL CREDENTIALING CRITERIA
ACADEMIC AND PROFESSIONAL PREPARATION

Credentialing Parameters for Particular Disciplines

All degrees and course work must be obtained from regionally accredited colleges or universities.

DISCIPLINE AREA	Information Management (BAS)		

Palm Beach State Course Prefix	CTC Status (Designed for Transfer)	CNC Status (Not designed for transfer)	Requirements
COP 3000-4000 CNT 3000-4000 ISM 3113, ISM 3201, ISM 3314, ISM 4011, ISM 4207, ISM 4212, ISM 4211, ISM 4223, ISM 4320, ISM 4323, ISM 4324, ISM 4117, ISM 4915	✔		Doctoral degree in Computer Science, Computer Engineering, Management Information Systems, or Information Technology. **OR** Master's Degree in Computer Science, Computer Engineering, Management Information Systems, or Information Technology. **OR** Master's Degree and 18 graduate semester hours in Computer Science, Computer Engineering, Management Information Systems, or Information Technology.

For all Faculty: Ability to demonstrate the use of technology in the classroom; must be able to use the technology required for the assigned course.
Coursework within the degree must reflect competencies in the courses to be taught.

Reviewed/Revised

July 2013	Anita Kaplan

INSTRUCTIONAL CREDENTIALING CRITERIA
ACADEMIC AND PROFESSIONAL PREPARATION

Credentialing Parameters for Particular Disciplines

All degrees and course work must be obtained from regionally accredited colleges or universities.

DISCIPLINE AREA	Nursing (BSN)

Palm Beach State Course Prefix	CTC Status (Designed for Transfer)	CNC Status (Not designed for transfer)	Requirements
NUR 3000-4000	✔		Doctoral degree Nursing, Nursing Education, Nurse Practitioner. **OR** Master's Degree in Nursing

For all Faculty: Ability to demonstrate the use of technology in the classroom; must be able to use the technology required for the assigned course.
Coursework within the degree must reflect competencies in the courses to be taught.

Reviewed/Revised

July 2011	Anita Kaplan

INSTRUCTIONAL CREDENTIALING CRITERIA
ACADEMIC AND PROFESSIONAL PREPARATION

Credentialing Parameters for Particular Disciplines

All degrees and course work must be obtained from regionally accredited colleges or universities.

DISCIPLINE AREA	Project Management (BAS)

Palm Beach State Course Prefix	CTC Status (Designed for Transfer)	CNC Status (Not designed for transfer)	Requirements
ISM 4312 ISM 4313, ISM 4332, ISM 4881, MAN 4520, MAN 4574, MAN 4584	✔		Doctoral degree in Computer Science, Computer Engineering, Management Information Systems, Project Management, Information Technology. **OR** Master's Degree in Computer Science, Computer Engineering, Management Information Systems, Project Management, Information Technology. **OR** Master's degree and 18 graduate semester hours in Computer Science, Computer Engineering, Management Information Systems, Project Management, Information Technology. *PMI Certification in addition to education requirements preferred.*

For all Faculty: Ability to demonstrate the use of technology in the classroom; must be able to use the technology required for the assigned course.
Coursework within the degree must reflect competencies in the courses to be taught.

Reviewed/Revised

July 2013	Anita Kaplan

PALM BEACH STATE
COLLEGE

INSTRUCTIONAL CREDENTIALING CRITERIA
ACADEMIC AND PROFESSIONAL PREPARATION

Credentialing Parameters for Particular Disciplines

All degrees and course work must be obtained from regionally accredited colleges or universities.

DISCIPLINE AREA	Supervision & Management	

Palm Beach State Course Prefix	CTC Status (Designed for Transfer)	CNC Status (Not designed for transfer)	Requirements
BUL 3130	✔		Juris Doctorate.
DSC 3000/4000	✔		Doctoral degree in Criminal Justice, Public Safety, Public Administration, Public Policy & Administration, or Emergency Management. **OR** Master's degree in Criminal Justice, Public Safety, Public Administration, Public Policy & Administration, or Emergency Management. **OR** Master's degree and 18 graduate semester hours in Criminal Justice, Public Safety, Public Administration, Public Policy & Administration or Emergency Management.
FIN 3400	✔		Doctoral degree in Finance. **OR** Master's degree in Finance. **OR** Master's degree and 18 graduate

			semester hours in Finance.
GEB 3213	✔		Doctoral degree in Communications, Composition, English, Journalism, Literature, Linguistics or Rhetoric (If Linguistics, courses must have composition and grammar content). **OR** Master's degree in Communications, Composition, English, Journalism, Literature, Linguistics or Rhetoric (If Linguistics, courses must have composition and grammar content). **OR** Master's degree and 18 graduate semester hours in Communications, Composition, English, Journalism, Literature, Linguistics or Rhetoric (If Linguistics, courses must have composition and grammar content).
GEB 3453	✔		Doctoral degree in Business Administration or Management; **OR** Juris Doctorate **OR** Master's degree in Business Administration or Management; **OR** Master's degree and 18 graduate semester hours in Business Administration or Management or Organizational Leadership.

GEB 3375, GEB 4113, GEB 4935	✔		Doctoral degree in Business Administration or Management. **OR** Master's degree in Business Administration or Management. **OR** Master's degree and 18 graduate semester hours in Business Administration or Management.
GEB 4891	✔		Doctoral degree in Business Administration, Management, Operations Management, Organizational Behavior & Management. **OR** Master's degree in Business Administration, Management, Operations Management, Organizational Behavior & Management. **OR** Master's degree in Business Administration, Management, Operations Management, Organizational Behavior & Management.
HSA 3160	✔		Doctoral degree in Health Administration, Health Services, Marketing, or Public Health. **OR** Master's degree in Health Administration, Health Services, Marketing or Public Health. **OR** Master's degree and 18 graduate semester hours in Health Administration, Health Services, Marketing or Public

			Health.
HSA 3110, HSA 4109, HSA 4421, HSA 4553, HSA 4938, HSC 4500	✔		Doctoral degree in Health Administration, Health Services or Public Health. **OR** Master's degree in Health Administration, Health Services or Public Health. **OR** Master's degree and 18 graduate semester hours in Health Administration, Health Services or Public Health.
MAN 3025, MAN 3240, MAN 3301, MAN 4120, MAN 4162, MAN 4401, MAN 4504	✔		Doctoral degree in Human Resource Management, Management, or Organizational Management. **OR** Master's degree in Human Resource Management, Management, or Organizational Management. **OR** Master's degree and 18 graduate semester hours in Human Resource Management, Management, or Organizational Management.
MAN 4802	✔		Doctoral degree in Marketing. **OR** Master's degree in Marketing. **OR** Master's degree and 18 graduate semester hours in Marketing.

PAD 4604	✔		Doctoral degree in Public Safety, Public Administration, or Public Policy & Administration. **OR** Law degree. **OR** Master's degree in Public Safety, Public Administration, or Public Policy & Administration. **OR** Master's degree and 18 graduate semester hours in Public Safety, Public Administration, or Public Policy & Administration.
PAD 4393, PAD 4426, PAD 4442	✔		Doctoral degree in Public Safety, Public Administration, or Public Policy & Administration. **OR** Master's degree in Public Safety, Public Administration, or Public Policy & Administration. **OR** Master's degree and 18 graduate semester hours in Public Safety, Public Administration, or Public Policy & Administration.

For all Faculty: Ability to demonstrate the use of technology in the classroom; must be able to use the technology required for the assigned course.

Reviewed/Revised:

July 2013	Anita Kaplan

PALM BEACH STATE
COLLEGE

Corporate & Continuing Education Credentialing Criteria for Discipline Areas

Course Prefix	Discipline Area	Credentialing Requirement
TIO	Air Conditioning/Automotive Service/Cosmetology/Graphic Design/Interior Design/Machining Technology/Pilot/Sustainable Construction/Welding	Specialized training and/or subject matter expertise, related work experience, and course delivery skills. Higher Education degrees are desirable, but not required. Specialized training or industry certifications, where applicable, are required.
HPO	American Sign Language	Master's degree in Linguistics of American Sign Language (ASL); current Registry for the Interpreters of the Deaf (RID) certification. **OR** Bachelor's degree in any field and evidence of ASL coursework or experience in-field.
TIO 0510, TIO 0511	Automotive Service	ASE Master Technician Certification or ASE Certifications are required.
BIO 0110	Biotechnology	Specialized training and/or subject matter expertise, related work experience, and course delivery skills. Higher Education degrees are desirable, but not required. Specialized training or industry certifications, where applicable, are required.
BEO 0104-0340, CSO, IEO, IGO	Business Administration & Management	Business consultant and/or subject matter expert in related field and five years of working experience in the subject matter area.
HEO 0117 HEO 0150 HEO 0170 HEO	Child Care	Bachelor's degree or higher in early childhood education/child development, recreation, physical education, elementary education, special education, or family and consumer sciences with a minimum of one year of experience serving children birth through eight years old or working in an after-school program serving children five years of age and up.
CPO, CWO	Computer Science	Specialized training/industry certifications in Computer Science, competence gained through work experience, CIW, MOS/MOUS and A+ certifications where required.
CIO	Crime Scene Technology	Specialized training and/or subject matter expertise, related work experience, and course delivery skills. Higher Education degrees are desirable, but not required. Specialized training or industry certifications, where applicable, are required.

Course Prefix	Discipline Area	Credentialing Requirement
COO, POO, PSO	Criminal Justice Institute	Current CJSTC-FDLE Instructor's certificate in specialization area, as specified in FAC 11B-20.
DOO, DSO	Dental Health	Qualified faculty by dental education according to the ADA Accreditation Standards; training, certification or licensure related to scope of practice must be in accordance with the Florida Division of Medical Quality Assurance: Florida Board of Dentistry.
EMO	Emergency Medical Services	Current State of Florida Paramedic certification for courses designed for the EMS professional; current instructor certifications or demonstrated competencies in the teaching discipline. American Heart Association courses including Advanced Cardiac Life Support (ACLS), Basic Life Support (BLS) and Pediatric Advanced Life Support (PALS) require current AHA instructor certification in the course being taught. International Trauma Life Support classes (ITLS) require current ITLS instructor certification. Community Emergency Response Team (CERT) training classes require successful completion of a CERT instructor course.
FFO	Fire Science	Specialized training/industry certifications (current State of Florida Level I Fire Instructor required), competence gained through work experience. Associate degree or higher desired; minimum academic preparation must be at the same level at which the instructor is teaching.
HOO	Health Science Re-licensure	Specialized training/current industry certifications or licensure in health related field; associate degree or higher preferred.
ORO	Horticulture	Required knowledge in the field and two years of work experience in the field.
FSO	Hospitality Management	Bachelor's degree in Hospitality Management or Culinary Arts, and demonstrated work experiences and competencies in the teaching discipline. **OR** Two years work experience in the food service industry.
HUS,	Human Services	Certified Addiction Professional credential.

Course Prefix	Discipline Area	Credentialing Requirement
MHO		
INO	Insurance	Specialized training/industry certifications (certified instructor with the Florida Department of Financial Services), competence gained through work experience. Associate degree or higher desired; minimum academic preparation must be at the same level at which the instructor is teaching.
BEO	Language Institute	Bachelor's degree in any field and successful, related teaching experience.
MTO	Massage Therapy	Specialized training/industry certifications (current State of Florida Massage Therapy licensure required), competence gained through minimum two years fulltime work experience.
NGO, NRO, NSO, THO	Nursing	Current State of Florida licensure as a Registered Nurse; work experience.
LEO	Paralegal	Specialized training and/or subject matter expertise, related work experience, and course delivery skills. Higher Education degrees are desirable. Specialized training or industry certifications, where applicable, are required.
PRO	Personal Training	Associate degree or higher in related profession. **OR** Industry certification in personal training or equivalent industry certification
RTO	Radiography	Associate degree or higher in health related profession and expertise in content area.
XRO	Radiography/Sonography	Associate in Science degree in Radiography or Sonography and demonstrated competencies in the teaching discipline. **AND** Hold current national registry by the American Registry of Diagnostic Sonographers (ARDMS).
REO	Real Estate	Current State of Florida Licensed Real Estate Broker, certified real estate instructor with the Florida Division of Real Estate (Florida Statute 475.451).

Course Prefix	Discipline Area	Credentialing Requirement
EDO	Teacher Education	Bachelor's degree in Teacher Education. **OR** Bachelor's degree in any field with either teacher certification or a minimum of 15 semester hours (undergraduate or graduate) in teacher education coursework.
TIO 0127	Welding	American Welding Society (AWS) certification required.

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Appendix A – Forms
Apprenticeship Instructor Approval Letter

PSAV REGISTERED APPRENTICESHIP PROGRAM
INSTRUCTOR CREDENTIALING STATEMENT

To: Academic Deans' Council

Re: Instructor _____
         Registered Apprenticeship Program: _____

Date: _____

This instructor has met the Registered Apprenticeship Program Standards of Journeyman as defined by Section 446.021(4) Florida State Statute, which states "a person working in an apprenticeable occupation who has successfully completed a registered apprenticeship program, or who has worked the number of years required by established industry practices for the particular trade of the occupation."

The instructor has been screened and qualifies (approved) by the Registered Apprenticeship Program Committee to teach all levels of registered apprenticeship classes both on-the-job training (OJT) and related instruction necessary for program completion.

Authorized by: _____
                Committee Chairperson, Registered Apprenticeship Program

Faculty Roster Form
(for review of full-time faculty candidates prior to interview)

Faculty Roster

Date:			Requestor:	

Faculty Name:		Employee #		Dept:	

Approved	*Academic Dean's Council Date:	☐ New ☐ Existing Faculty	☐ Full-time ☐ Part-time
	*If Academic Dean's Council not required, date of revision approval:		
EXCEPTION	Exception/Justification Form	Date Exception Approved:	
Academic Services Update to PantherNet: Date:			

Credit and Prep		Credt, Prep, PSAV, CWE	PSAV, CWE, AVOC ONLY	Credit, Prep, PSAV, CWE, AVOC
1 Degree(s) used for credentialing. (If international institution, attach foreign transcript evaluation from approved evaluator).	**2** List (prefix and number) 18 Graduate Semester Hours in Discipline which meet credentialing criteria.	**3** For Health Accreditation or other credentialing requirements: Current Licensure with expiration date.	**4** Degrees, coursework, work experience in-field, certifications, licensure, other (with expiration date).	**5** Proposed courses to be taught.

	Course Prefix, Title and Number	Sem Hrs	License	Expires	Description of Credential	Expires (if applicable)	Course Number	Course Title
Degree: Major: Date Awarded: Institution: Accreditation:	University: Courses: TOTAL GSH						NEW:	
Degree: Major: Date Awarded: Institution: Accreditation:	University: Courses: TOTAL GSH							
	University: Courses: TOTAL GSH						CURRENT: DELETE:	

Revised 11/05

Justification for Exception to Credentialing Criteria Form

Palm Beach State College
Academic Affairs

**Justification and Documentation for an Exception to the Credentialing Criteria Requirements
for a Full-Time or Part-Time Faculty Appointment**

SACS Criteria for Accreditation

3.7.1 Faculty

The institution employs competent faculty members qualified to accomplish the mission and goals of the institution. When determining acceptable qualifications of its faculty, an institution gives primary consideration to the highest earned degree in the discipline in accordance with the guidelines listed below. The institution also considers competence, effectiveness, and capacity, including, as appropriate, undergraduate and graduate degrees, related work experiences in the field, professional licensure and certifications, honors and awards, continuous documented excellence in teaching, or other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes. For all cases, the institution is responsible for justifying and documenting the qualifications of its faculty.

Directions: Please fill-out this form for each course with the required information. The fields in gray are accessible for your input. Please print the form when you have completed the fields, or save the file for admission electronically. Submit the form to an Associate Dean and/or Dean for Deans Council and VPAA consideration.

Faculty Member's Name: _____   Proposed Course: _____

**Justification and Evidence for Granting an Exception to the
Credentialing Criteria Requirements
(Please respond to all items)**

1. Documented Evidence of Performance Competence & Success in College teaching elsewhere:

2. Documented Evidence of Substantial & Successful Related Work Experience and Documented Evidence of how educational experiences/skills in related fields covers the objectives to be taught in the course.

Palm Beach State Course Learning Outcome	How the qualifications satisfy the Learning Outcome

3. Documented Evidence of Recognized Certifications or Licensures which are related to and acceptable for the courses to be taught:

4. Other Documented Evidence of Outstanding Achievement, Expertise, Scholarship and/or Creative Activity:

5. List of Official Documentation Secured and Attached to Support the Justifications Outlined in 1-4 above:

6. Plans for any Expected Limitations on or Special Supervision Related to Palm Beach State College Course Assignments:

APPROVALS & ENDORSEMENTS FOR GRANTING THIS EXCEPTION

VPAA: _____   Date: _____

Appendix B

Mathematics Courses – Nova Southeastern University

The following courses are approved to satisfy the 18 GSH for teaching mathematics.

MAT 505 Geometry for Mathematics Teachers (3 Cr)

This course is designed to offer a wide perspective on geometry for graduate students planning to teach secondary mathematics. The course covers both Euclidean and non-Euclidean geometry.

MAT 507 Linear and Abstract Algebra (3 Cr)

This course provides theory and computational practice with Linear Algebra, as well as a theoretical foundation for Abstract Algebra structures such as rings, fields, and groups. Students will create two portfolios of notes, activities, and exercises: one for Abstract Algebra, and one for Linear Algebra. Prerequisite/s: College Algebra and MAT 0503.

MAT 514 Topics in Algebra and Geometry (3 Cr)

This course covers concepts in number theory, the real number system as well as algebra and geometry. The emphasis is on algebraic models (linear, quadratic, and exponential) and their applications. Additionally this course will serve students well as a foundation course leading to further study in more advanced topics in algebra, geometry, trigonometry and calculus.

MAT 515 Probability and Statistics (3 Cr)

This course is designed to give students an introduction to probability and statistics with a focus on problem solving. The course includes set theory, Venn diagrams, combinations and permutations, probability, and expected value and concludes with a unit in descriptive statistics and normal distributions. A class project requires students to think critically as well as apply the concepts learning in the course.

MAT 516 Elements of Differential Calculus (3 Cr)

Topics include Limits, Continuity, Definition of the Derivative, Rules of Differentiation, Implicit Differentiation, Applications of the Derivative; Curve Sketching, Related Rates, and Optimization problems.

MAT 517 Elements of Integral Calculus (3 Cr)

The second part of the two-course calculus sequence MAT516/MAT517. Topics include differentiation and applications of exponential and logarithmic functions, indefinite integrals via the anti-derivatives, definite integrals, calculating area using Riemann sums and the Fundamental Theorem of Calculus, properties of the definite integral, integration by substitution, integration by parts, use of integration tables, additional applications of the definite integral to probability theory, volumes of revolution, and separations of variables.

MAT 591 Calculus for Teachers I (3 Cr)

This course is a proof-based "epsilon-delta" calculus, ranging from limits and cluster points to differentiation. Students will solve standard calculus problems computationally and theoretically. Students in this course should have completed College Algebra and Trigonometry, or equivalent courses. Prerequisite/s: MAT 0503

MAT 592 Calculus for Teachers II (3 Cr)

This course is a proof-based "epsilon-delta" calculus, ranging from integral calculus to sequences and series, and cluster points to differentiation. Students will solve standard calculus problems computationally and theoretically. Students in this course should have completed Calculus I or an equivalent course. Prerequisite/s: MAT 0592.

MAT 685 Symbolic Representation and Number Theory in Mathematics (3 Cr)

This course will focus on notational systems, number theory, and the rationale behind them. The increasing use of manipulative and kinesthetic learning will also be addressed. This course is designed to include significant number theory preparation for students wishing to earn initial certification. Prerequisite/s: College algebra and MAT 0503.

MAT 689 Probability and Statistics in Mathematics Education (3 Cr)

This course offers preparation in probability and statistics for the secondary mathematics teacher, as well as for teachers pursuing their initial teacher certification. Also, students will gather and analyze statistics in educational research.

`   **Appendix C**
Guidelines for Credentialing Science Faculty

The following guidelines represent discipline areas for examining transcripts of applicants in selected courses as noted below.

All of the courses should be at the graduate level.

BSC 1005/L:
Possible discipline areas on the transcript: Zoology, Botany, Microbiology, Genetics, Cell Biology, Molecular Biology,

BSC 1010/L:
Possible discipline areas on the transcript: Zoology, Botany, Microbiology, Genetics, Biochemistry, Cell Biology, and Evolution

BSC 1011/L:
Possible discipline areas on the transcript: Zoology, Botany, Microbiology, Genetics, Cell Biology, Molecular Biology, Vertebrate Zoology or Comparative Anatomy, Invertebrate Zoology.

ZOO 2303:
Possible discipline areas on the transcript: Zoology, Botany, Microbiology, Genetics, Cell Biology, Molecular Biology, Ichthyology, Ornithology, Mammalogy, or Herpetology.

BSC 2085/L, BSC 2086/L :
Possible discipline areas on the transcript: Comparative anatomy or Vertebrate Zoology, Animal Physiology and Biochemistry, plus at least two of the following, Human Embryology, Neurobiology, Endocrinology, Cytology or Cell Biology, Histology, or Cell Physiology, Cancer Biology.
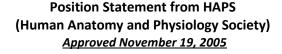
MCB 2010/L :
Possible discipline areas on the transcript: Immunology, Parasitology, Bacteriology, Medical Bacteriology, Virology, Advanced Virology, Endocrinology, Cytology, Ultra-structure.

BSC 1050/L:
Possible discipline areas on the transcript: zoology, botany, microbiology, genetics, and at least one graduate level class in ecology.

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Appendix D

Position Statement from HAPS
(Human Anatomy and Physiology Society)
Approved November 19, 2005

Position Statement on Accreditation of Faculty in 2-semester Human Anatomy and Physiology Courses

HAPS   •   8816 Manchester, Suite 314   •   St. Louis, MO 63105
1-800-448-4277 • http://www.hapsweb.org

Background:

The 2-semester/3-quarter undergraduate course usually known as "Human Anatomy and Physiology" or simply "Anatomy and Physiology" is a large introductory course that may be offered by the Biology, Zoology, or Natural Sciences departments. Nationwide, roughly two-thirds of these courses are taught at community colleges, and the rest primarily at universities. This is one of the larger introductory level courses, with approximately 450,000 students enrolled each year in the US and Canada.

The majority of students taking the 2-semester A&P course are planning a career in the health sciences. The career paths include nursing, occupational therapy, physical therapy, radiation technology, laboratory/medical technology, dental hygiene, pharmacology and other related disciplines. Students majoring in physical education, sports training, or kinesiology make up a smaller component of the classroom population.   At community colleges the course is often taken in the first year of college, without college-level prerequisites. Entry into any one of the career programs listed above is contingent upon successful completion of the A&P course with a grade of C or above; in competitive programs, the grade requirements may be much more restrictive.

It is important to note that pre-medical students and biology majors do not typically take this course because it is an option that does not count towards their degree requirements. Instead, they will take Majors Biology (or Zoology/Botany) as freshmen, followed by more specialized and detailed upper level courses in their junior and senior years. However, the distinction between biology majors and allied health majors is an administrative convenience and not an indication that A&P is anything other than an integrative biological science.

Anatomy and Physiology as a Biological Science:

As an introductory level survey course, A&P covers a diversity of topics, including not only anatomy and physiology, but introductory biochemistry, cytology, histology, molecular biology, genetics, immunology, nutrition, embryology, and pathology. The coverage is so diverse, and the principles so relevant to a general understanding of modern biology, that a 1-semester version of this course is often used to satisfy the general biology requirements for non-majors students.

Two-semester A&P courses are usually taught from the Biology, Zoology, or Natural Sciences departments; in rare cases, the sequence may be offered by another academic division (e.g. a department within an associated medical school) as a service course. As a result, the diversity of faculty roughly approaches the diversity of topics presented within the course.

The Need for Standardization of Criteria for the Selection and Accreditation of Faculty:

Faculty qualification standards that are too lax make it difficult for the assigned faculty to teach the core curriculum topics, whereas standards that are too restrictive negatively impact both faculty and students. It is in the best interests of all parties to use a standardized set of criteria when evaluating the faculty of anatomy and physiology courses during an accreditation review. For example, at one college the application of overly restrictive standards, which refused to accept comparative, vertebrate, mammalian, or clinical courses among the relevant course credits required for faculty qualification, led to the dismissal of faculty and the elimination of associated A&P and Microbiology courses from the curriculum.

It is our position that Human Anatomy and Physiology is a subset of biology, and the course has extensive overlap with other biological sciences. Opportunities to obtain an M.S. or Ph.D. degree in "human anatomy and physiology" are extremely limited, but there is so much duplication of coverage among courses in modern biology that such specialization is unnecessary. Because the basic anatomical, physiological, histological, and developmental patterns are found across the vertebrate lineage (and often across the major animal phyla), a great diversity of biology courses are directly applicable to human A&P. We also believe that any evaluation

of current or potential instructors should consider graduate and postgraduate teaching experience in courses related to anatomy and physiology toward satisfaction of minimum criteria.

HAPS has developed accreditation standards based on a survey of successful anatomy and physiology courses nationwide. We feel that these criteria are sufficient to demonstrate that an instructor is competent to teach a 2-semester anatomy and physiology course. We are therefore encouraging all accreditation agencies and college administrations to use these criteria when evaluating courses or prospective faculty.

The HAPS Standards for Instructors in Anatomy and Physiology:

The HAPS minimum criteria for teaching the introductory level A&P course are (1) a Masters degree in one of the biological sciences and (2) 18 related credit hours as defined below. A professional degree (M.S.N., M.D., D.O., D.C. D.V.M., or other advanced clinical degrees awarded by nationally accredited institutions) may be accepted as fulfilling the degree requirements.

Instructors must be prepared to integrate introductory level chemistry and biochemistry not only with anatomy and physiology, but with a variety of other relevant topics in biology, including cytology, cell physiology, histology, organology, microbiology, immunology, embryology, and nutrition. Because of the interrelatedness of topics in biology, a course in any one of the topics above must of necessity include a significant amount of anatomy and physiology. Using the HAPS Curriculum Guidelines as a reference, Attachment 1 lists courses that are relevant to the teaching of anatomy and physiology at the introductory level. This list is intended as a reference and a guide, not as a comprehensive or exclusionary listing of applicable courses.

The 18 related credit hours can be accumulated through a combination of (1) undergraduate and graduate course work, (2) teaching experience as a graduate teaching assistant or as graduate or postgraduate faculty in A&P courses, (3) postgraduate course work in human anatomy and physiology, including continuing education credits, (4) research in the field of A&P as evidenced by publication in peer-reviewed journals.

Credits should be calculated as follows:

- for coursework: the credits awarded on the relevant student transcripts or continuing education certificate
- for graduate TA work or as faculty while a graduate student: the credits awarded on the graduate student transcript or the credit value of the course
- for postgraduate teaching: 3 credits for each semester taught
- for continuing education: the CE credits or units awarded for satisfactory completion of coursework in human anatomy and/or physiology
- for research publications: 3 credits for each peer-reviewed journal article

Any questions regarding this position statement should be directed to the HAPS President and the Board of Directors. A current copy of the Course and Curriculum Guidelines may be downloaded from the HAPS website at http://www.hapsweb.org.

Attachment 1: Courses relevant to the teaching of human anatomy and physiology*

Anatomy-related:

Human anatomy
Comparative anatomy
Vertebrate anatomy
Veterinary anatomy
Surgical anatomy
Gross anatomy
Neuroanatomy
Physical anthropology
Kinesiology
Human embryology
Comparative embryology
Vertebrate embryology
Cytology
Histology
Organology
Pathology

Physiology-related:

Human physiology
Animal physiology
Comparative physiology
Mammalian physiology
General physiology
Medical physiology
Veterinary physiology
Pathophysiology
System physiology (i.e. neurophysiology, cardiovascular physiology, endocrinology, immunology, respiratory physiology, etc.)
Cell physiology
Exercise physiology
Molecular biology
Genetics

Ancillary courses of value**:

Microbiology
Nutrition
Biochemistry
Pharmacology
Pharmacophysiology

*Note: This list should not be considered comprehensive. It is meant simply to provide an indication of the diversity of topics directly relevant to human anatomy and physiology, as reflected in the HAPS Core Curriculum Guidelines.

**A maximum of 6 credits from this category ay be counted toward the 18-credit requirement.

Appendix E

Acceptable Mathematics Courses from
Florida Atlantic University's Master's Degree in Teaching Mathematics

Note: All Special Topic courses (typically with the number MXX 693X) to be considered for credentialing must provide the course description. These courses are not included on the list below.

Course Number	Course Title and Description
MAS 6217	**Number Theory and Cryptography (3 credits)** Elementary number theory with applications to cryptography, including: congruences and modular arithmetic, finite fields, public key cryptography (RSA), primality testing and factoring.
MAS 6318	**Advanced Algebra and Geometry (3 credits)** Prerequisites: MAS 2103 and MAS 4301 Integrative treatment of advanced topics in classical algebra and geometry. Not intended for students in the Ph.D. program in mathematics.
MAT 6516	**Problem Solving and Recreational Mathematics (3 credits)** Prerequisites: MAA 4200 and MAS 4301 Introduction to mathematical problem solving literature, principles and methods of problem solving, and analysis of selected famous problems in recreational mathematics. Not intended for students in the Ph.D. program in mathematics.
MTG 6415	**Fractal Geometry (3 credits)** Prerequisite: Permission of instructor Fractal geometry describes the seemingly irregular shapes and patterns we encounter in the natural world. This course explores the mathematical concepts behind fractal geometry and gives numerous applications of integration of mathematics with the natural world.
MTG 6226	**Advanced Euclidean Geometry (3 credits)** Prerequisites: MAS 2103 and MAS 4301 Emphasizes the uses of homogeneous barycentric coordinates in triangle geometry and of dynamic software to explore basic theorems and problems. Not intended for students in the Ph.D. program in mathematics.
MTG 6418	**Dynamical Systems, Chaos, and Computing (3 credits)** Prerequisite: Permission of instructor Students reconstruct some modern mathematical discoveries in dynamical systems using widely accessible programs such as spreadsheets and dynamical geometry software. Explorations illustrate the relation of chaos theory to iteration of second order polynomials and fractal geometry as well as general mathematical patterns