



PALM BEACH COMMUNITY COLLEGE  
Academic Affairs

Section B

2005-06

Instructional  
Credentialing Manual



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## Introduction

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

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 such exceptions must be presented to the Academic Deans and 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 PBCC instructional credentialing criteria by discipline are also located on-line at <http://www.pbcc.edu/acsv/credentialmanual.asp> 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 **general education courses** at the undergraduate level: a doctoral 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).
- b. Faculty teaching **associate degree courses designed for transfer to the baccalaureate degree**: a doctoral 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 not designed for transfer to the baccalaureate degree**: a master's degree in the teaching discipline; a baccalaureate degree or associate degree and demonstrated competencies in the teaching discipline is acceptable in limited disciplines.
- d. Faculty teaching **college preparatory courses** must have a baccalaureate degree in a discipline related to the teaching assignment, and have either teaching experience in a discipline related to their assignment or graduate training in developmental education.
- e. Faculty teaching **noncredit occupational and non-degree diploma courses (PSAV and CWE)**: 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.

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).

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## Faculty Hiring Process

1. **Full-Time Faculty** – Refer to the procedures and guidelines established by Human Resources in the **Selection and Recruitment Manual**, and on-line at [http://www.pbcc.edu/hr/employees/forms\\_all.asp](http://www.pbcc.edu/hr/employees/forms_all.asp). All forms and procedures needed for the process are located at <http://www.pbcc.edu/acsv/facultyhiring.asp>.
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.

## Credentialing Process

### **Step 1 – Potential Instructor formally applies to PBCC**

All potential instructors should formally apply to the college to ensure eligibility to work in the United States.

### **Step 2 - Prepare the Faculty Roster**

**For Credit, College Preparatory and PSAV Faculty** - All faculty who teach Credit, College Preparatory and PSAV courses must have a Dean submit a completed *Faculty Roster* form along with a copy of the applicant's transcript and any relevant certifications, licenses, and verified work experience (if applicable based on credentialing criteria). When reviewing graduate transcripts that include both semester and quarter hours, each graduate course in the discipline should be listed on the *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.

$$\begin{aligned} \text{Formulae:} \quad & 1 \text{ quarter hour} = .667 \text{ semester hour} \\ & 1 \text{ semester hour} = 1.5 \text{ quarter hours} \end{aligned}$$

*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:

$$\begin{aligned} 5 \text{ quarter semester hours} \times .667 & = 3.335 \text{ equated semester hours} \\ 15 \text{ semester hours} + 3.335 & = 18.335 \text{ semester hours.} \end{aligned}$$

### **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 CWE and other noncredit Faculty:***

All faculty who teach CWE and other noncredit courses (avocational and lifelong learning) must have the appropriate Dean and/or Associate Dean approve the completed *Faculty Roster* form, which must include a copy of the applicant's transcript and any relevant certifications and/or licensures.

**Step 3 – VPAA and Academic Deans Review** – An Academic Dean will present the application at the Academic Deans meeting for review, or through email voting\* review of the application form. If the review is requested via email, 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 must be evaluated by one of the PBCC approved transcript evaluation and translation services on the following web page:

<http://www.pbcc.edu/acsv/credentials.asp>.

### **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.pbcc.edu/cia/alc/justification.doc>.

**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 CWE/avocational, a copy of the form will be emailed to the Academic Services office ([credential@pbcc.edu](mailto:credential@pbcc.edu)) along with the email voting results, if applicable. 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 official transcript of an adjunct in the initial term in which they are teaching, they cannot continue to teach in subsequent terms at PBCC 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 *Faculty Roster* form available on the following web link [http://www.pbcc.edu/cia/alc/faculty\\_roster.doc](http://www.pbcc.edu/cia/alc/faculty_roster.doc). An example of the form is located in the forms section of this manual. All existing credentialing forms will be converted to an on-line database during the 2005-2006 Academic Year. All forms and these guidelines are available at [http://www.pbcc.edu/acsv/credential\\_process.asp](http://www.pbcc.edu/acsv/credential_process.asp).

\*For detailed instructions on email voting, please see web page at <http://www.pbcc.edu/acsv/vote.asp>

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## Discipline FAQ's

**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 BUL (business law) and CJL (criminal justice law) 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 specific discipline of psychology is required to teach this subject. Graduate coursework in counseling does not apply.

**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.

## General FAQ's

**1. Do all persons teaching need to be credentialed, even CWE 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 CWE 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 Dean's 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 create the pending assignment through the IRM process with Human Resources. If things 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 system. Academic Services personnel then have to check daily to see when the person is loaded as an applicant or employee and 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 B 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 Dean's 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 2005-06 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 – we add or update the credential and add a note to the electronic file as to the date added. We do not keep or file any faculty roster forms.

### De-credentialing of Faculty

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

### Abbreviations/Definitions used on the Credentialing Parameter Pages

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

**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.*

<b>DISCIPLINE AREA</b>	<b>Accounting (AA, AS, AAS, CCC, PSAV)</b>
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<b>PBCC Course Prefix</b>	<b>CTC Status (Transfer)</b>	<b>CNC Status (Non-Transfer)</b>	<b>Requirements</b>
ACG 2022, ACG 2071	✓		Master's degree in Accounting.  <b>OR</b> Master's degree and 18 graduate semester hours in Accounting.
ACG 2100, ACG 2360, ACG 2450, ACO 2661, APA 1111, APA 1121, APA 2172, TAX 2000, TAX 2010		✓	Master's degree in Accounting.  <b>OR</b> Master's degree and 18 graduate semester hours in Accounting.
ACO 0101-0949		✓	Bachelor's or Associate in Science degree in any field; competence gained through 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.

**Reviewed/Revised:**

July 2004	Peggy Adams-King
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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.*

<b>DISCIPLINE AREA</b>	<b>Administrative Assistant (PSAV)</b>
------------------------	--

<b>PBCC Course Prefix</b>	<b>CTC Status (Transfer)</b>	<b>CNC Status (Non-Transfer)</b>	<b>Requirements</b>
OCA, OTA, OST 0302		✓	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 course.

**Reviewed/Revised**

May 2005	Peggy Adams-King
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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.*

<b>DISCIPLINE AREA</b>	<b>Air Conditioning/HVAC (PSAV, CWE)</b>
------------------------	--

<b>PBCC Course Prefix</b>	<b>CTC Status (Transfer)</b>	<b>CNC Status (Non-Transfer)</b>	<b>Requirements</b>
ACR		✓	Specialized training/industry certifications (Air Conditioning/HVAC certifications) required.  Associate degree or higher desired; academic preparation must be at the same level at which the instructor is teaching.
TIO (CWE)		✓	Specialized training/industry certifications (Air Conditioning/HVAC certifications) required.

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

**Reviewed/Revised**

May 2005	Salvatore Manuele
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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.*

<b>DISCIPLINE AREA</b>	<b>American Sign Language (CWE)</b>
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PBCC Course Prefix	CTC Status (Transfer)	CNC Status (Non-Transfer)	Requirements
HPO		✓	Master's degree in Linguistics of American Sign Language (ASL); current Registry for the Interpreters of the Deaf (RID) certification.  <b>OR</b>  Bachelor's degree in any field and evidence of ASL coursework or 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 course.

**Reviewed/Revised**

July 2004	Richard Holcomb
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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		Anthropology (AA)	
PBCC Course Prefix	CTC Status (Transfer)	CNC Status (Non-Transfer)	Requirements
ANT 2000	✓		Master's degree in Anthropology. <b>OR</b> Master's degree and 18 graduate semester hours in Anthropology. <i>Applicant must be capable of teaching both cultural and physical anthropology.</i>

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

**Reviewed/Revised**

July 2004	N. Okolie Uwadibie
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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.*

<b>DISCIPLINE AREA</b>	<b>Apprenticeship (PSAV)</b>
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PBCC Course Prefix	CTC Status (Transfer)	CNC Status (Non-Transfer)	Requirements
BCA, BCV, PMT0390- PMT0995		✓	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 course.

**Reviewed/Revised**

May 2005	Salvatore Manuele
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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.*

<b>DISCIPLINE AREA</b>	<b>Architecture (AA)</b>
------------------------	--------------------------

PBCC Course Prefix	CTC Status (Transfer)	CNC Status (Non-Transfer)	Requirements
ARC	✓		Master's degree in Architecture.  <b>OR</b>  Master's degree and 18 graduate semester hours in Architecture.  <b>OR</b>  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 course.

**Reviewed/Revised**

July 2004	Magdala Ray
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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.*

<b>DISCIPLINE AREA</b>	<b>Art (AA)</b>
------------------------	-----------------

PBCC Course Prefix	CTC Status (Transfer)	CNC Status (Non-Transfer)	Requirements
ARH, ART	✓		Master's degree in Art or Fine Art.  <b>OR</b>  Master's degree and 18 graduate semester hours in Art or Fine Art.  <i>Coursework within the degree must reflect competencies in the courses to be taught.</i>  <i>In exceptional cases, outstanding professional experience and demonstrated contributions to the teaching discipline may be presented in lieu of formal academic preparation.</i>

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

**Reviewed/Revised**

July 2004	Richard Holcomb
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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.*

<b>DISCIPLINE AREA</b>	<b>Astronomy (AA)</b>
------------------------	-----------------------

<b>PBCC Course Prefix</b>	<b>CTC Status (Transfer)</b>	<b>CNC Status (Non-Transfer)</b>	<b>Requirements</b>
AST	✓		Master's degree in Astronomy or Physics.  <b>OR</b>  Master's degree and 18 graduate semester hours in Astronomy or Physics, or Engineering courses that have Physics content.  <i>Coursework within the degree must reflect competencies in the courses to be taught.</i>

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

**Reviewed/Revised**

July 2004	Patrick Haney
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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.*

<b>DISCIPLINE AREA</b>	<b>Automotive Body Repair (PSAV)</b>
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<b>PBCC Course Prefix</b>	<b>CTC Status (Transfer)</b>	<b>CNC Status (Non-Transfer)</b>	<b>Requirements</b>
AER		✓	<p>Specialized training/industry certifications, ASE Master Technician Certification required, competence gained through work experience.</p> <p>Associate degree or higher desired; minimum academic preparation must be at the same level at which the instructor is teaching.</p>

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

**Reviewed/Revised**

May 2005	Salvatore Manuele
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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		Automotive Mechanics (PSAV)	
PBCC Course Prefix	CTC Status (Transfer)	CNC Status (Non-Transfer)	Requirements
AER		✓	Specialized training/industry certifications ASE Master Technician 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.
AER 0315, AER 0316		✓	Specialized training/industry certifications in Electronics Technology 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. Instruction is delivered under the direct supervision on an ASE Master Certified instructor, pending NATEF approval.

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

**Reviewed/ Revised**

May 2005	Salvatore Manuele
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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.*

<b>DISCIPLINE AREA</b>	<b>Biology (AA)</b>
------------------------	---------------------

PBCC Course Prefix	CTC Status (Transfer)	CNC Status (Non-Transfer)	Requirements
BOT, BSC 1005, BSC 1005L, BSC 1010, BSC 1010L, BSC 1011, BSC 1011L, BSC 1050, BSC 1085, BSC 1085L, BSC 1086, BSC 1086L, MCB, ZOO	✓		Master's degree in Biology, Botany, Microbiology or Zoology.  <b>OR</b>  Master's degree and 18 graduate semester hours in Anatomy and Physiology, Biology, Botany Microbiology or Zoology.  <i>Coursework within the degree must reflect competencies in the courses to be taught.</i>

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

**Reviewed/Revised**

July 2004	Patrick Haney
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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		Biotechnology (AS)	
PBCC Course Prefix	CTC Status (Transfer)	CNC Status (Non-Transfer)	Requirements
BSC 2420, BSC 2420L, BSC 2945C, BSC 2421C, BSC 2944C	✓		Master's degree in Biology, Botany, Microbiology or Zoology.  <b>OR</b>  Master's degree and 18 graduate semester hours in Anatomy and Physiology, Biology, Botany Microbiology or Zoology.  <i>Coursework within the degree must reflect competencies in the courses to be taught.</i>

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

**Reviewed/Revised**

May 2005	Edward Willey
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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.*

<b>DISCIPLINE AREA</b>	<b>Building Construction Technology (AS/AAS)</b>
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PBCB Course Prefix	CTC Status (Transfer)	CNC Status (Non-Transfer)	Requirements
BCN, BCT		✓	Master's degree in Building Construction.  <b>OR</b>  Master's degree and 18 graduate semester hours in Building Construction.  <b>OR</b>  Bachelor's degree in Building Construction and demonstrated competencies and work experience in the teaching discipline.
SUR		✓	Master's degree in Civil/Surveying Engineering.  <b>OR</b>  Master's degree and 18 graduate semester hours in Civil/Surveying Engineering.  <b>OR</b>  Bachelor's degree in Civil/Surveying Engineering, and demonstrated competencies and work experiences 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 course.

**Reviewed/Revised**

May 2005	Salvatore Manuele
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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.*

<b>DISCIPLINE AREA</b>	<b>Business Administration &amp; Management (AA, AAS, CCC, CWE)</b>
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PBCC Course Prefix	CTC Status (Transfer)	CNC Status (Non-Transfer)	Requirements
BUL	✓		Law Degree (JD).
GEB 1011	✓		Master's degree in Business Administration, Finance, Business, Marketing or Management.  <b>OR</b>  Master's degree and 18 graduate semester hours in Business Administration, Finance, Business, Marketing or Management.
MAR 2011	✓		Master's degree in Marketing.  <b>OR</b>  Master's degree and 18 graduate semester hours in Marketing.
FIN, MAN, MKA, MNA, MTB 1103, SBM		✓	Master's degree in Business Administration, Finance, Business, Marketing or Management.  <b>OR</b>  Master's degree and 18 graduate semester hours in Business Administration, Finance, Business,

			Marketing or Management.
BEO 00118-0247 IGO (CWE)		✓	Business consultant and/or subject matter expert in related field and five years of working experience in the subject matter area.

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

**Reviewed/Revised**

July 2004	Peggy Adams-King
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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.*

<b>DISCIPLINE AREA</b>	<b>Chemistry (AA)</b>
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<b>PBCC Course Prefix</b>	<b>CTC Status (Transfer)</b>	<b>CNC Status (Non-Transfer)</b>	<b>Requirements</b>
CHM	✓		Master's degree in Chemistry.  <b>OR</b>  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 course.

**Reviewed/Revised**

July 2004	Patrick Haney
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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		CLAST Review (CWE)	
PBCC Course Prefix	CTC Status (Transfer)	CNC Status (Non-Transfer)	Requirements
ENO 0131, ENO 0004, MGO 0018, REO 0025		✓	Bachelor's degree and teaching experience in the discipline they are teaching.  <b>OR</b>  Bachelor's degree and graduate coursework in developmental education.

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

**Reviewed/Revised**

July 2004	Judy Gummere
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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.*

<b>DISCIPLINE AREA</b>	<b>Commercial Vehicle Driving (PSAV)</b>
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<b>PBCC Course Prefix</b>	<b>CTC Status (Transfer)</b>	<b>CNC Status (Non-Transfer)</b>	<b>Requirements</b>
CDO		✓	<p>Specialized training/industry permit in CDL Tractor-Trailer A/B required; competence gained through work experience.</p> <p>Associate degree or higher desired; minimum academic preparation must be at the same level at which the instructor is teaching.</p>

**Reviewed/Revised**

May 2005	Salvatore Manuele
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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.*

<b>DISCIPLINE AREA</b>	<b>Computer Information Systems (AA, AS/AAS, ATC, CCC, PSAV, CWE)</b>
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PBCB Course Prefix	CTC Status (Transfer)	CNC Status (Non-Transfer)	Requirements
CEN 2503, CEN 2504, CEN 2507, CEN 2522 CGS 1570, CGS 2555, COP	✓		Master's degree in Computer Science, Computer Information Systems, Computer-Based Information Systems (e.g., management, decision), Computer Engineering or Information Technology.  <b>OR</b>  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.
CEN 1509, CEN 2527, CEN 2528, CEN 2529, Other CGS, CIS, CTS		✓	Master's degree in Computer Science, Computer Information Systems, Computer-Based Information Systems (e.g., management, decision), Computer Engineering or Information Technology.  <b>OR</b>  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.  <b>OR</b>  Bachelor's degree in Computer Science, Computer Information Systems, Computer-Based Information Systems (e.g., management, decision), Computer Engineering or Information Technology, and demonstrated competencies in the teaching discipline.
CGS 0101, CGS 0103, CGS 0251, CGS 0949		✓	Specialized training/industry certifications in Computer Science, competence gained through work experience; minimum academic preparation must be at the same level at which the instructor is teaching.
CGS 0250		✓	A+ certification required; minimum academic preparation must be at the same level at which the instructor is teaching.
CPO, CWO (CWE)		✓	Specialized training/industry certifications in Computer Science, competence gained through work experience, CIW, MOS/MOUS certifications where required.
CTS 0090		✓	Network+ certification required; minimum academic preparation must be at the same level at which the instructor is teaching.
CTS 0095		✓	Security+ certification required; 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 course.

**Reviewed/Revised**

May 2005	Peggy Adams-King
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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.*

<b>DISCIPLINE AREA</b>	<b>Cosmetology/Facials/Nails (PSAV)</b>
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PBCB Course Prefix	CTC Status (Transfer)	CNC Status (Non-Transfer)	Requirements
COS, CSP		✓	<p>Specialized training/industry certifications (current State of Florida Cosmetology, Facial Specialty or Nail Technician License/Registration required); competence gained through work experience.</p> <p>Associate degree or higher desired; minimum academic preparation must be at the same level at which the instructor is teaching.</p>

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

**Reviewed/Revised**

May 2005	Salvatore Manuele
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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.*

<b>DISCIPLINE AREA</b>	<b>Crime Scene Technology (AS, CCC)</b>
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<b>PBCC Course Prefix</b>	<b>CTC Status (Transfer)</b>	<b>CNC Status (Non-Transfer)</b>	<b>Requirements</b>
CJB 1711, CJB 1712, CJB 1721, CJB 1722, CJB 2703, CJB 2713, CJB 2735, CJB 2736, CJB 2748		✓	<p>Master's degree in Criminal Justice or Forensic Science and professional certifications from the F.B.I. or other professional organizations relating to Forensic Science/Criminal Investigation.</p> <p><b>OR</b></p> <p>Master's degree and 18 graduate semester hours in Criminal Justice, Forensic Science and professional certifications from the F.B.I., or other professional organizations relating to Forensic Science/Criminal Investigation.</p> <p><b>OR</b></p> <p>Bachelor's degree in Criminal Justice or Forensic Science and professional certifications from the F.B.I. or other professional organizations relating to Forensic Science/Criminal Investigation, and demonstrated competencies in the teaching discipline.</p>
CJB2704		✓	<p>Master's degree in Criminal Justice or Forensic Science and professional certifications from the F.B.I. or other professional organizations relating to</p>

			<p>Forensic Science/Criminal Investigation.</p> <p><b>OR</b></p> <p>Master's degree and 18 graduate semester hours in Criminal Justice, Forensic Science and professional certifications from the F.B.I., or other professional organizations relating to Forensic Science/Criminal Investigation.</p> <p><b>OR</b></p> <p>Bachelor's degree in Criminal Justice or Forensic Science and professional certifications from the F.B.I or other professional organizations relating to Forensic Science/Criminal Investigation, and demonstrated competencies in the teaching discipline.</p> <p><b>OR</b></p> <p>J.D. degree with practical experience in a prosecutor or public defender office.</p>
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For all Faculty: Ability to demonstrate the use of technology in the classroom; must be able to use the technology required for the course.

**Reviewed/Revised**

July 2004	Ginger Pedersen
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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.*

<b>DISCIPLINE AREA</b>	<b>Criminal Justice Institute (AS, PSAV, CWE)</b>
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<b>PBCC Course Prefix</b>	<b>CTC Status (Transfer)</b>	<b>CNC Status (Non-Transfer)</b>	<b>Requirements</b>
CJD, CJK 0005-0090, 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, COO (CWE)		✓	Current CJSTC-FDLE Instructor's certificate in specialization area, as specified in FAC 11B-20.

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

**Reviewed/Revised**

July 2004	Ginger Pedersen
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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.*

<b>DISCIPLINE AREA</b>	<b>Criminal Justice Transfer (AA)</b>
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<b>PBCC Course Prefix</b>	<b>CTC Status (Transfer)</b>	<b>CNC Status (Non-Transfer)</b>	<b>Requirements</b>
CCJ, CJC, CJE	✓		Master's degree in Criminal Justice.  <b>OR</b>  Master's degree and 18 graduate semester hours in Criminal Justice.
CJL	✓		Master's degree in Criminal Justice.  <b>OR</b>  Master's degree and 18 graduate semester hours in Criminal Justice.  <b>OR</b>  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 course.

**Reviewed/Revised**

<b>July 2004</b>	<b>Ginger Pedersen</b>
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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.*

<b>DISCIPLINE AREA</b>	<b>Dance (AA)</b>
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PBCC Course Prefix	CTC Status (Transfer)	CNC Status (Non-Transfer)	Requirements
DAA, DAN	✓		Master's degree in Dance.  <b>OR</b>  Master's degree and 18 graduate semester hours in Dance.  <i>In exceptional cases, outstanding professional experience and demonstrated contributions to the teaching discipline may be presented in lieu of formal academic preparation.</i>

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

**Reviewed/Revised**

July 2004	Richard Holcomb
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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.*

<b>DISCIPLINE AREA</b>	<b>Diesel Technology (PSAV)</b>
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<b>PBCC Course Prefix</b>	<b>CTC Status (Transfer)</b>	<b>CNC Status (Non-Transfer)</b>	<b>Requirements</b>
DIM		✓	<p>Specialized training/industry certifications, ASE Certification in Diesel required, competence gained through work experience.</p> <p>Associate degree or higher desired; minimum academic preparation must be at the same level at which the instructor is teaching.</p>

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

**Reviewed/Revised**

May 2005	Salvatore Manuele
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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.*

<b>DISCIPLINE AREA</b>	<b>Dietetics (AS)</b>
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PBCS Course Prefix	CTC Status (Transfer)	CNC Status (Non-Transfer)	Requirements
DIE		✓	<p>Master’s degree in Dietetics or Nutrition; current American Dietetic Association Registry, Registered Dietitian (RD) or Dietetic Technician Registered (DTR) required.</p> <p><b>OR</b></p> <p>Master's degree and 18 graduate semester hours in Dietetics or Nutrition; current American Dietetic Association Registry, Registered Dietitian (RD) or Dietetic Technician Registered (DTR) required.</p> <p><b>OR</b></p> <p>Bachelor’s degree in Dietetics or Nutrition, current American Dietetic Association Registry, Registered Dietitian (RD) or Dietetic Technician Registered (DTR) required and demonstrated competencies in the teaching discipline.</p>

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

**Reviewed/Revised**

July 2004	Jacqueline Rogers
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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.*

<b>DISCIPLINE AREA</b>	<b>Dental Hygiene (AS) Dental Assisting (PSAV) Dental (CWE)</b>
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PBCB Course Prefix	CTC Status (Transfer)	CNC Status (Non-Transfer)	Requirements
DEH, DES (Lecture)		▼	Bachelor's degree (or Bachelor's degree in progress*) in health related discipline and current Florida Dental Hygiene or Dentistry License.
DEH, DES (Clinical)		▼	Associate in Science degree in Dental Hygiene with background in theory and practice; current clinical experience; current Florida Dental Hygiene License.
DEA		▼	Bachelor's degree (or Bachelor's degree in progress*) in health related field, work experience in Dental Assisting and Dental Assisting National Board "Certified Dental Assistant."
DSO (CWE)		▼	Must hold a current license, have work experience on the topic to be taught and meet the standards of the Florida Board of Dentistry. Instructors shall be adequately qualified by training, experience or licensure to teach specified courses.

\* Bachelor's degree must be completed within three years of employment; adjunct faculty may be in progress towards the Bachelor's degree.

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

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**Reviewed/Revised**

May 2005	Patrick Haney
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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.*

<b>DISCIPLINE AREA</b>	<b>Drafting and Design Technology (AS/AAS) Drafting (PSAV)</b>
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PBCB Course Prefix	CTC Status (Transfer)	CNC Status (Non-Transfer)	Requirements
ETD (credit)		✓	Master's degree in Drafting and Design Technology.  <b>OR</b>  Master's degree and 18 graduate semester hours in Drafting and Design Technology.  <b>OR</b>  Bachelor's degree in Drafting and Design Technology and demonstrated work experience and competencies in the teaching discipline.
ETD 0071-0702, TDR		✓	Specialized training/industry certifications in Drafting 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 course.

**Reviewed/Revised**

May 2005	Salvatore Manuele
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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.*

<b>DISCIPLINE AREA</b>	<b>Early Childhood Education (AS) Child Development Associate (PSAV) (CWE)</b>
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<b>PBCC Course Prefix</b>	<b>CTC Status (Transfer)</b>	<b>CNC Status (Non-Transfer)</b>	<b>Requirements</b>
EEC 1001	✓		Master's degree in Education.  <b>OR</b> Master's degree and 18 graduate semester hours in Education.  <i>Coursework within the degree must reflect competencies in the courses to be taught.</i>
CHD, EDG 1311, EDG 1312, EEC 1003-2949; ESE		✓	Master's degree in Education.  <b>OR</b> Master's degree and 18 graduate semester hours in Education.  <i>Coursework within the degree must reflect competencies in the courses to be taught.</i>
MAE		✓	Master's degree in Mathematics Education.  <b>OR</b> Master's degree in Mathematics and 18 graduate semester hours in Education.
HEV 0150, HEV 0151, HEV 0152, HEV 0160-0164		✓	Bachelor's degree or higher with six college credits in Early Childhood Development or Child Growth & Development. Minimum of two years fulltime experience in the child care field, or teaching certificate. <i>Exception:</i> Faculty who do not meet the six college credit hours in Early Childhood Development or Child Growth & Development must have the required two years of fulltime experience



			in the child care field.
HEV 0026, HEV 0102, HEV 0109, HEV 0111, HEV 0112, HEV 0113, HEV 0116, HEV 0117, HEV 0121, HEV 0124, HEV 0041, HEV 0042, HEV 0100, HEV 0102, HEV 0103, HEV 0109		✓	Bachelor's degree or higher with six college credits in Early Childhood Development or Child Growth & Development. Minimum of two years fulltime experience in the child care field, or teaching certificate. Applicable DCF certificate(s) for mandated training.
HEV 0039, HEV 0095, HEV 0106, HEV 0195, HEV 0128, HEV 0124 (CWE)		✓	
CFO		✓	Must have an associate's degree or higher or experience in child development, counseling or psychology and a knowledge base of child development and ability to facilitate group discussion.
HMO		✓	Montessori

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

**Reviewed/Revised**

July 2004	Susan Caldwell
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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.*

<b>DISCIPLINE AREA</b>		<b>Economics (AA)</b>	
<b>PBCC Course Prefix</b>	<b>CTC Status (Transfer)</b>	<b>CNC Status (Non-Transfer)</b>	<b>Requirements</b>
ECO	✓		Master's degree in Economics.  <b>OR</b>  Master's degree and 18 graduate semester hours in Economics.  <i>Coursework within the degree must reflect competencies in the courses to be taught.</i>

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

**Reviewed/Revised**

July 2004	N. Okolie Uwadibie
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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		Education (AA, CWE)	
PBCC Course Prefix	CTC Status (Transfer)	CNC Status (Non-Transfer)	Requirements
EDF,EDG, EDP,EME (All EDG except EDG 1311 and EDG 1312)	✓		Master's degree in Education.  <b>OR</b>  Master's degree and 18 graduate semester hours in Education.  <i>Coursework within the degree must reflect competencies in the courses to be taught.</i>
EDO (CWE)		✓	Bachelor's degree in Teacher Education.  <b>OR</b>  Bachelor's degree in any field with either teacher certification or a minimum of 15 semester hours (undergraduate or graduate) in teacher education coursework.

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

**Reviewed/Revised**

July 2004	Edward Willey
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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		Education Preparation Institute (Institutional Credit)	
PBCC Course Prefix	CTC Status (Transfer)	CNC Status (Non- Transfer)	Requirements
EPI		✓	Master's degree in Education.  <b>OR</b>  Master's degree and 18 graduate semester hours in Education.  <i>Coursework within the degree must reflect competencies in the courses to be taught.</i>

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

**Reviewed/Revised**

May 2005	Susan Caldwell
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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.*

<b>DISCIPLINE AREA</b>	<b>Electronics Engineering Technology (AAS) Electronic Technology (PSAV)</b>
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<b>PBCC Course Prefix</b>	<b>CTC Status (Transfer)</b>	<b>CNC Status (Non-Transfer)</b>	<b>Requirements</b>
EET, ETI		✓	Master's degree in Electronics Engineering.  <b>OR</b>  Master's degree and 18 graduate semester hours in Electronics Engineering.  <b>OR</b>  Bachelor's degree in Electronics Engineering and demonstrated competencies in the teaching discipline.
EEV		✓	Specialized training/industry certifications in Electronics Technology 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 course.

**Reviewed/Revised**

May 2005	Salvatore Manuele
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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.*

<b>DISCIPLINE AREA</b>	<b>Emergency Medical Services/Paramedic/EMT (ATD, CCC, AS, CWE)</b>
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<b>PBCC Course Prefix</b>	<b>CTC Status (Transfer)</b>	<b>CNC Status (Non- Transfer)</b>	<b>Requirements</b>
EMS		✓	Associate's degree in any field.  <b>AND</b>  Current State of Florida Paramedic certification; current Advanced Cardiac Life Support (ACLS) certification; demonstrated competencies in the teaching discipline.
EMO (CWE)		✓	Current State of Florida Paramedic certification; current instructor certifications or 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 course.

**Reviewed/Revised**

May 2005	Jacqueline Rogers
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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		Engineering (AA)	
PBCC Course Prefix	CTC Status (Transfer)	CNC Status (Non-Transfer)	Requirements
EGN 1002C	✓		Master's degree in Engineering.  <b>OR</b>  Master's degree and 18 graduate semester hours in Engineering.
EGS 1111C		✓	Master's degree in Engineering.  <b>OR</b>  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 course.

**Reviewed/Revised**

July 2004	Magdala Ray
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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.*

<b>DISCIPLINE AREA</b>	<b>English/English Preparatory (AA, College Prep)</b>
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<b>PBCC Course Prefix</b>	<b>CTC Status (Transfer)</b>	<b>CNC Status (Non-Transfer)</b>	<b>Requirements</b>
AML, CRW, ENL, LIT	✓		Master's degree in English or Literature.  <b>OR</b>  Master's degree and 18 graduate semester hours in English or Literature.  <i>Coursework within the degree must reflect competencies in the courses to be taught.</i>
ENC 1101, ENC 1102, ENC 1121, ENC 1122, ENC 1141	✓		Master's degree in English, Literature or Linguistics (If Linguistics, courses must have composition and grammar content).  <b>OR</b>  Master's degree and 18 graduate semester hours in English, Literature or Linguistics (If Linguistics, courses must have composition and grammar content).  <i>Coursework within the degree must reflect competencies in the courses to be taught.</i>



ENC 1210		✓	<p>Master's degree in English, Literature, Technical Communications, or Language Arts.</p> <p><b>OR</b></p> <p>Master's degree and 18 graduate semester hours in English, Literature, Technical Communications or Language Arts.</p>
ENC (COLLEGE PREP)		✓	<p>Bachelor's degree in English or Communications and have either teaching experience in a discipline related to their assignment or graduate training in developmental education.</p>

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

**Reviewed/Revised**

July 2004	Bonnie Finsley-Satterfield
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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.*

<b>DISCIPLINE AREA</b>	<b>English as a Second Language for the Workplace (CWE)</b>
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PBCC Course Prefix	CTC Status (Transfer)	CNC Status (Non-Transfer)	Requirements
BEO 0088, BEO 0089, BEO 0096-0117		✓	Bachelor's degree in (Applied) Linguistics, Bilingual Education, Multicultural Studies, English, Communications, or Foreign Language and have either teaching experience in a discipline related to their assignment or graduate training in TESOL (Teaching 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 course.

**Reviewed/Revised**

July 2004	Richard Holcomb
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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.*

<b>DISCIPLINE AREA</b>	<b>English for Academic Purposes (College Prep)</b>
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<b>PBCC Course Prefix</b>	<b>CTC Status (Transfer)</b>	<b>CNC Status (Non-Transfer)</b>	<b>Requirements</b>
EAP (COLLEGE PREP)		✓	Bachelor's degree in (Applied) Linguistics, Bilingual Education, Multicultural Studies, English, Communications, or Foreign Language and have either teaching experience in a discipline related to their assignment or Graduate training in 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 course.

**Reviewed/Revised**

July 2004	Richard Holcomb
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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.*

<b>DISCIPLINE AREA</b>	<b>Environmental Horticulture Technology (AS, CWE)</b>
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PBCC Course Prefix	CTC Status (Transfer)	CNC Status (Non-Transfer)	Requirements
GCO, IPM, ORH, PLS, PMA, SOS		✓	Master's degree in Horticulture, Botany, or Agriculture/Agriscience.  <b>OR</b>  Master's degree and 18 graduate semester hours in Horticulture, Botany, or Agriculture/Agriscience.  <b>OR</b>  Bachelor's degree in Horticulture, Botany, or Agriculture/Agriscience and demonstrated competencies in the teaching discipline.
ORO  (CWE)		✓	Required knowledge in the field and two years of work experience in the field.

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

**Reviewed/Revised**

July 2004	Philip Rivera
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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.*

<b>DISCIPLINE AREA</b>	<b>Environmental Science Technology (AS)</b>
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<b>PBCC Course Prefix</b>	<b>CTC Status (Transfer)</b>	<b>CNC Status (Non-Transfer)</b>	<b>Requirements</b>
EVR, EVS, PCB 2350C		✓	Master's degree in Environmental Science, Biology, Botany, Water Management, or Agriculture/Agriscience.  <b>OR</b>  Master's degree and 18 graduate semester hours in Environmental Science, Botany, Biology, Water Management, or Agriculture/Agriscience.  <b>OR</b>  Bachelor's degree in Environmental Science, Biology, Botany, Water Management, 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 course.

**Reviewed/Revised**

July 2004	Patrick Haney
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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		Fire Science Technology (AS, ATD, CWE) Fire Recruit (PSAV)	
PBCC Course Prefix	CTC Status (Transfer)	CNC Status (Non – Transfer)	Requirements
FFP		✓	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.
FFO (CWE)		✓	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.

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

**Reviewed /Revised**

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May 2005	Ginger Pedersen
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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.*

<b>DISCIPLINE AREA</b>	<b>Foreign Language (AA)</b>
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<b>PBCC Course Prefix</b>	<b>CTC Status (Transfer)</b>	<b>CNC Status (Non – Transfer)</b>	<b>Requirements</b>
FRE	✓		Master’s degree in French.  <b>OR</b>  Master’s degree and 18 graduate semester hours in French.
FOL	✓		Master’s degree in French, German or Spanish.  <b>OR</b>  Master’s degree and 18 graduate semester hours in French, German or Spanish.
GER	✓		Master’s degree in German.  <b>OR</b>  Master’s degree and 18 graduate semester hours in German.
SPN	✓		Master’s degree in Spanish.  <b>OR</b>  Master’s degree and 18 graduate semester hours in Spanish.



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

**Reviewed/Revised**

July 2004	Allen Witt
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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*

<b>DISCIPLINE AREA</b>	<b>Geography (AA)</b>
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PBCC Course Prefix	CTC Status (Transfer)	CNC Status (Non-Transfer)	Requirements
GEO	✓		Master's degree in Geography.  <b>OR</b>  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 course.

**Reviewed/Revised**

July 2004	Magdala Ray
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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.*

<b>DISCIPLINE AREA</b>	<b>Geology (AA)</b>
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PBC Course Prefix	CTC Status (Transfer)	CNC Status (Non- Transfer)	Requirements
GLY	✓		Master's degree in Geology or Earth Science.  <b>OR</b> Master's degree and 18 graduate semester hours in Geology or Earth Science.  <i>Coursework within the degree must reflect competencies in the courses to be taught.</i>

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

**Reviewed/Revised**

July 2004	Patrick Haney
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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.*

<b>DISCIPLINE AREA</b>	<b>Graphic Design Technology (AS/AAS, CCC)</b>
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PBCB Course Prefix	CTC Status (Transfer)	CNC Status (Non-Transfer)	Requirements
GRA 1190C, GRA 2191C	✓		Master's degree in Graphic Design.  <b>OR</b>  Master's degree and 18 graduate semester hours in Graphic Design.  <b>AND</b>  Adobe Photoshop and Adobe Illustrator, QuarkXpress software expertise.
GRA (other)		✓	Master's degree in Graphic Design.  <b>OR</b>  Master's degree and 18 graduate semester hours in Graphic Design.  <b>OR</b>  Bachelor's degree in Graphic Design, and demonstrated competencies in the teaching discipline.  <b>AND</b>  Adobe Photoshop and Adobe Illustrator, QuarkXpress software expertise.

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

**Reviewed/Revised**

July 2004	Richard Holcomb
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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.*

<b>DISCIPLINE AREA</b>		<b>Health, Health and Fitness and Physical Education (AA, AS, PSAV)</b>	
<b>PBCC Course Prefix</b>	<b>CTC Status (Transfer)</b>	<b>CNC Status (Non- Transfer)</b>	<b>Requirements</b>
HLP, HSC 1101 HSC 1593, HSC 2100, HSC 2133, HSC 2140, HSC 2204, HSC 2531	✓		Master's degree in Health Education, Physical Education or Health Science.  <b>OR</b>  Master's degree and 18 graduate semester hours in Health Education, Physical Education or Health Science.
HSC 1000, HSC 1000L, HSC 1010, HSC 1400		✓	Master's degree in Health Science/Allied Health.  <b>OR</b>  Master's degree and 18 graduate semester hours in Health Science/Allied Health.  <b>OR</b>  Bachelor's degree in Health Science/Allied Health, and demonstrated competencies in the teaching discipline.
HSC 0003, HSC 0005		✓	Specialized training/industry certifications in Health Science/Allied Health, Registered Nurse, 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.  <b>OR</b>  Master's degree and 18 graduate semester hours in Physical Education or Exercise Physiology.

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

**Reviewed/Revised**

May 2005	Edward Willey
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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.*

<b>DISCIPLINE AREA</b>	<b>History (AA)</b>
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PBC Course Prefix	CTC Status (Transfer)	CNC Status (Non- Transfer)	Requirements
AMH, WOH	✓		Master's degree in History.  <b>OR</b>  Master's degree and 18 graduate semester hours in History.  <i>Coursework within the degree must reflect competencies in the courses to be taught.</i>

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

**Reviewed/Revised**

July 2004	N. Okolie Uwadibie
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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.*

<b>DISCIPLINE AREA</b>	<b>Hospitality Management (AS/AAS , CWE)</b>
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<b>PBCC Course Prefix</b>	<b>CTC Status (Transfer)</b>	<b>CNC Status (Non – Transfer)</b>	<b>Requirements</b>
FOS, FSS, HFT		✓	Master’s degree in Hospitality Management or Culinary Arts.  <b>OR</b>  Master’s degree and 18 graduate semester hours in Hospitality Management or Culinary Arts.  <b>OR</b>  Bachelor’s degree in Hospitality Management or Culinary Arts, and demonstrated work experiences and competencies in the teaching discipline.  <b>AND</b>  Work experience in the food service industry.
FSO (CWE)		✓	Bachelor’s degree in Hospitality Management or Culinary Arts, and demonstrated work experiences and competencies in the teaching discipline.  <b>OR</b>  Two years work experience in the food service industry.

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

**Reviewed/Revised**

May 2005	Salvatore Manuele
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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.*

<b>DISCIPLINE AREA</b>	<b>Human Services (AS/AAS,CCC, CWE)</b>
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<b>PBCC Course Prefix</b>	<b>CTC Status (Transfer)</b>	<b>CNC Status (Non – Transfer)</b>	<b>Requirements</b>
GEY	✓		Master's degree in Gerontology.  <b>OR</b>  Master's degree and 18 graduate semester hours in Gerontology.  <b>AND</b>  Current State of Florida License in Psychology/School Psychology/Clinical Psychology.
HUS		✓	Master's degree in Social Work, Psychology, or related field.  <b>OR</b>  Master's degree and 18 graduate semester hours in Social Work, Psychology, or related field.  <b>AND</b>  Licensed Florida mental health professional (e.g., psychotherapist, social worker).

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HUS (CWE)		✓	Certified Addiction Professional
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For all Faculty: Ability to demonstrate the use of technology in the classroom; must be able to use the technology required for the course.

**Reviewed/Revised**

July 2004	Magdala Ray
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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.*

<b>DISCIPLINE AREA</b>	<b>Insurance/Stock Broker (PSAV, CWE)</b>
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<b>PBCC Course Prefix</b>	<b>CTC Status (Transfer)</b>	<b>CNC Status (Non-Transfer)</b>	<b>Requirements</b>
FPO		✓	Bachelor's degree in Business or Financial Services; five years of experience in the Financial Services/Business Industry with two years experience teaching stockbroker courses (e.g., Series 6, Series 7, Series 63).
RMI 0091 INO 0027		✓	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 INO 0116		✓	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.
INO 0146 INO 0147		✓	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.
CWE Insurance Courses		✓	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 course.

**Reviewed/Revised**

July 2004	Judy Gummere
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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.*

<b>DISCIPLINE AREA</b>	<b>Interdisciplinary (AA)</b>
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PBCC Course Prefix	CTC Status (Transfer)	CNC Status (Non – Transfer)	Requirements
IDS 2105	✓		Master's degree in English, Literature, Linguistics, Foreign Language, or History.  <b>OR</b>  Master's degree and 18 graduate semester hours in English, Literature, Linguistics, Foreign Language, or History.

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

**Reviewed/Revised**

May 2005	Ginger Pedersen
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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.*

<b>DISCIPLINE AREA</b>	<b>Interior Design (AS, ATC)</b>
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PBCC Course Prefix	CTC Status (Transfer)	CNC Status (Non – Transfer)	Requirements
IND		✓	Master's degree in Interior Design.  <b>OR</b>  Master's degree and 18 graduate semester hours in Interior Design.  <b>OR</b>  Bachelor's degree in Interior Design 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 course.

**Reviewed/Revised**

July 2004	Magdala Ray
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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.*

<b>DISCIPLINE AREA</b>	<b>Journalism/Mass Communications (AA)</b>
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<b>PBCC Course Prefix</b>	<b>CTC Status (Transfer)</b>	<b>CNC Status (Non – Transfer)</b>	<b>Requirements</b>
JOU, MMC, PUR	✓		Master’s degree in English, Journalism, or Mass Communications.  <b>OR</b>  Master’s degree and 18 graduate semester hours in English, Journalism, or Mass Communications.  <i>Coursework within the degree must reflect competencies in the courses to be taught.</i>

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

**Reviewed/Revised**

July 2004	Magdala Ray
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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.*

<b>DISCIPLINE AREA</b>	<b>Library Science (AA)</b>
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<b>PBCC Course Prefix</b>	<b>CTC Status (Transfer)</b>	<b>CNC Status (Non-Transfer)</b>	<b>Requirements</b>
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 course.

**Reviewed/Revised**

July 2004	Maureen Riley
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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.*

<b>DISCIPLINE AREA</b>	<b>Machining Technology (PSAV)</b>
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<b>PBCC Course Prefix</b>	<b>CTC Status (Transfer)</b>	<b>CNC Status (Non-Transfer)</b>	<b>Requirements</b>
PMT 0202- 0265		✓	Specialized training/industry certifications in state-of-the-art machining technologies and industrial software applications 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 course.

**Reviewed/Revised**

May 2005	Salvatore Manuele
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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.*

<b>DISCIPLINE AREA</b>	<b>Massage Therapy (PSAV, CWE)</b>
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<b>PBCC Course Prefix</b>	<b>CTC Status (Transfer)</b>	<b>CNC Status (Non-Transfer)</b>	<b>Requirements</b>
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.
MTO		✓	Specialized training/industry certifications (current State of Florida Massage Therapy licensure required), competence gained through minimum two years fulltime work experience.

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

**Reviewed/Revised**

May 2005	Lourdes Rey
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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.*

<b>DISCIPLINE AREA</b>	<b>Mathematics/Mathematics Preparatory (AA, College Prep)</b>
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<b>PBCC Course Prefix</b>	<b>CTC Status (Transfer)</b>	<b>CNC Status (Non – Transfer)</b>	<b>Requirements</b>
MAC, MAP, MAS, MAT 1033, MGF, MTB 1304, MTG, STA	✓		Master’s degree in Mathematics.  <b>OR</b>  Master’s degree and 18 graduate semester hours in Mathematics.
MAT 0012, MAT 0020 (COLLEGE PREP)		✓	Bachelor’s degree in Mathematics, Mathematics Education, Statistics, Physics or Engineering and have either teaching experience in a discipline related to their assignment or graduate training in developmental education.

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

**Reviewed/Revised**

July 2004	Bonnie Finsley-Satterfield
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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.*

<b>DISCIPLINE AREA</b>		<b>Medical Assisting (PSAV)</b>	
<b>PBCC Course Prefix</b>	<b>CTC Status (Transfer)</b>	<b>CNC Status (Non- Transfer)</b>	<b>Requirements</b>
MEA		✓	Specialized training/industry certifications in Medical Assisting.  <b>OR</b>  Certified Medical Assistant and 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 course.

**Reviewed/Revised**

July 2004	Jacqueline Rogers
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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.*

<b>DISCIPLINE AREA</b>	<b>Medical Coder/Medical Transcription (ATD)</b>
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<b>PBCC Course Prefix</b>	<b>CTC Status (Transfer)</b>	<b>CNC Status (Non-Transfer)</b>	<b>Requirements</b>
HIM		✓	Associate degree or higher in Health Information Management or Office Systems Technology-Medical Office Systems Certification in field of specialization.  <b>OR</b> Competence gained through work experience; 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 course.

**Reviewed/Revised**

July 2004	Jacqueline Rogers
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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		Motion Picture & Television Production (CCC, AS)	
PBCC Course Prefix	CTC Status (Transfer)	CNC Status (Non - Transfer)	Requirements
FIL 2000, FIL 2100, FIL 2400, FIL 2932, RTV 2000C, RTV 2300	✓		Master's degree in Motion Picture, Film or Television Production Technology.  <b>OR</b>  Master's degree and 18 graduate semester hours in Motion Picture, Film or Television Production Technology and a Master's degree.  <i>In exceptional cases, outstanding professional experience and demonstrated contributions to the teaching discipline may be presented in lieu of formal academic preparation.</i>
FIL 1200, FIL 1620, FIL 2012, FIL 2104, FIL 2202C, FIL 2211C, FIL 2220, FIL 2232, FIL 2271C, FIL 2272C, FIL 2273C, FIL 2275C, FIL 2275L, FIL 2281,		✓	Master's degree in Motion Picture, Film or Television Production Technology.  <b>OR</b>  Master's degree and 18 graduate semester hours in Motion Picture, Film or Television Production Technology.  <b>OR</b>



FIL 2910, FIL 2941, FIL 2942, FIL 2943, FIL 2944			Bachelor's degree in Motion Picture, Film or Television Production Technology and demonstrated competencies in the teaching discipline.  <i>In exceptional cases, outstanding professional experience and demonstrated contributions to the teaching discipline may be presented in lieu of formal academic preparation.</i>
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For all Faculty: Ability to demonstrate the use of technology in the classroom; must be able to use the technology required for the course.

**Reviewed/Revised**

July 2004	Allen Witt
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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		Music (AA)	
PBCC Course Prefix	CTC Status (Transfer)	CNC Status (Non - Transfer)	Requirements
MUC, MUH, MUL, MUM, MUN, MUS, MUT	▼		Master's degree in Music.  <b>OR</b>  Master's degree and 18 graduate semester hours in Music.  <b>AND</b>  Piano background, professional experience, ability to teach private lessons in one or more instruments.
MVB, MVJ, MVK, MVP, MVS, MVV, MVW	▼		Master's degree in Music.  <b>OR</b>  Master's degree and 18 graduate semester hours in Music.  <b>AND</b>  Piano background, professional experience, ability to teach private

			lessons in one or more instruments.  <i>In exceptional cases, outstanding professional experience and demonstrated contributions to the teaching discipline may be presented in lieu of formal academic preparation.</i>
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For all Faculty: Ability to demonstrate the use of technology in the classroom; must be able to use the technology required for the course.

**Reviewed/Revised**

July 2004	Richard Holcomb
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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.*

<b>DISCIPLINE AREA</b>	<b>Nursing (AAS, ATC, CWE)</b>
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<b>PBCC Course Prefix</b>	<b>CTC Status (Transfer)</b>	<b>CNC Status (Non - Transfer)</b>	<b>Requirements</b>
NUR (AS), NUR (ATC), NUR 2130		✓	Master's degree in Nursing, current State of Florida licensure as a Registered Nurse.  <i>Coursework within the degree must reflect competencies in the courses to be taught.</i>
NUR (Lab/Clinical)		✓	Master's degree in Nursing.  <b>OR</b>  Master's degree and 18 graduate semester hours in Nursing, current State of Florida licensure as a Registered Nurse.  <b>OR</b>  Bachelor's degree in Nursing and demonstrated competencies in the teaching discipline, current State of Florida licensure as a Registered Nurse.
NGO, NRO, NSO (CWE)		✓	Current State of Florida licensure as a Registered Nurse; work experience.

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

**Reviewed/Revised**

May 2005	Jacqueline Rogers
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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.*

<b>DISCIPLINE AREA</b>	<b>Nutrition (AA)</b>
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PBCC Course Prefix	CTC Status (Transfer)	CNC Status (Non-Transfer)	Requirements
HUN 1201, HUN 1501	✓		Master's degree in Dietetics or Nutrition.  <b>OR</b>  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 course.

**Reviewed/Revised**

July 2004	Jacqueline Rogers
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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.*

<b>DISCIPLINE AREA</b>	<b>Oceanography (AA)</b>
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PACC Course Prefix	CTC Status (Transfer)	CNC Status (Non-Transfer)	Requirements
OCE	✓		Master's degree in Oceanography, Physics, Biology, Botany, Zoology, Geology, or Earth Science.  <b>OR</b>  Master's degree and 18 graduate semester hours in Oceanography, Physics, Biology, Botany, Zoology, Geology, or Earth Science.  <i>Coursework within the degree must reflect competencies in the courses to be taught.</i>

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

**Reviewed/Revised**

July 2004	Patrick Haney
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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.*

<b>DISCIPLINE AREA</b>	<b>Office Management Technology (AS/AAS)</b>
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<b>PBCC Course Prefix</b>	<b>CTC Status (Transfer)</b>	<b>CNC Status (Non - Transfer)</b>	<b>Requirements</b>
OST (credit - all except OST2335 and OST2339)		✓	Master's degree in Office Management/Systems, Business or Business Education.  <b>OR</b>  Master's degree and 18 graduate semester hours in Office Management/Systems, Business or Business Education.  <b>OR</b>  Bachelor's degree in Office Management/Systems, Business or Business Education and demonstrated competencies in the teaching discipline.
OST 2335, OST 2339			Master's degree in Office Management/Systems, Business, Business Education or English.  <b>OR</b>  Master's degree and 18 graduate semester hours in Office Management/Systems, Business, Business Education or English.  <b>OR</b>  Bachelor's degree in Office Management/Systems, Business,



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			Business Education or English and demonstrated competencies in the teaching discipline.
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For all Faculty: Ability to demonstrate the use of technology in the classroom; must be able to use the technology required for the course.

**Reviewed/Revised**

May 2005	Peggy Adams-King
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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.*

<b>DISCIPLINE AREA</b>		<b>Operations Management (AAS/AS)</b>	
<b>PBCC Course Prefix</b>	<b>CTC Status (Transfer)</b>	<b>CNC Status (Non-Transfer)</b>	<b>Requirements</b>
XXX (TBA)		✓	<p>Master's degree in Industrial Engineering or Engineering Technology.</p> <p><b>OR</b></p> <p>Master's degree and 18 graduate semester hours in Industrial Engineering or Engineering Technology.</p> <p><b>AND</b></p> <p>Expertise in industrial software applications.</p>
XXX (TBA)		✓	<p>Master's degree in Business Administration and related work experience in business/industry.</p> <p><b>OR</b></p> <p>Master's degree and 18 graduate semester hours in Business Administration/Human Resources and related work experience and competencies in the teaching discipline.</p>

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

**Reviewed/Revised**

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May 2005	Salvatore Manuele
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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.*

<b>DISCIPLINE AREA</b>		<b>Paralegal (AS)</b>	
<b>PBCC Course Prefix</b>	<b>CTC Status (Transfer)</b>	<b>CNC Status (Non-Transfer)</b>	<b>Requirements</b>
PLA		✓	Law Degree (JD).  <i>Coursework within the degree must reflect competencies in the courses to be taught.</i>
PLA 2762		✓	Associate degree or higher in Paralegal or Office Management/Systems and competence gained through a minimum of three years fulltime 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 course.

**Reviewed/Revised**

July 2004	Edward Willey
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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.*

<b>DISCIPLINE AREA</b>	<b>Patient Care Technician (PSAV)</b>
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<b>PBCC Course Prefix</b>	<b>CTC Status (Transfer)</b>	<b>CNC Status (Non-Transfer)</b>	<b>Requirements</b>
HSC 0005, HCP 0120, HCP 0300, HCP 0620		✓	Registered Nurse with current Florida licensure; minimum academic preparation must be at the same level at which the instructor is teaching.

**Patient Care Technician Reviewed/Revised**

July 2004	Jacqueline Rogers
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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.*

<b>DISCIPLINE AREA</b>	<b>Philosophy (AA)</b>
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<b>PBCC Course Prefix</b>	<b>CTC Status (Transfer)</b>	<b>CNC Status (Non-Transfer)</b>	<b>Requirements</b>
PHI	✓		Master's degree in Philosophy.  <b>OR</b>  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 course.

**Reviewed/Revised**

July 2004	Lourdes Rey
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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.*

<b>DISCIPLINE AREA</b>	<b>Photography (AA, AS, PSAV)</b>
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PBCC Course Prefix	CTC Status (Transfer)	CNC Status (Non-Transfer)	Requirements
PGY 1118C, PGY 1119C, PGY 1401C, PGY 1402C, PGY 2109C, PGY 2211C, PGY 2445C, PGY 2801C, PGY 2802C	✓		<p>Master's degree in Art, Fine Art or Photography.</p> <p><b>OR</b></p> <p>Master's degree and 18 graduate semester hours in Art, Fine Art or Photography.</p> <p><i>Coursework within the degree must reflect competencies in the courses to be taught.</i></p> <p><i>In exceptional cases, outstanding professional experience and demonstrated contributions to the teaching discipline may be presented in lieu of formal academic preparation.</i></p>
PGY 2103C		✓	<p>Master's degree in Art, Fine Art or Photography.</p> <p><b>OR</b></p> <p>Master's degree and 18 graduate semester hours in Art, Fine Art or Photography.</p> <p><b>OR</b></p> <p>Bachelor's degree in Art, Fine Art or Photography, and demonstrated</p>

			<p>competencies in the teaching discipline.</p> <p><i>Coursework within the degree must reflect competencies in the courses to be taught.</i></p> <p><i>In exceptional cases, outstanding professional experience and demonstrated contributions to the teaching discipline may be presented in lieu of formal academic preparation.</i></p>
PGY 0291		✓	<p>Specialized training/industry certifications in Photography, 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.</p>

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

**Reviewed/Revised**

July 2004	Lourdes Rey
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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.*

<b>DISCIPLINE AREA</b>	<b>Physics (AA)</b>
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PBCC Course Prefix	CTC Status (Transfer)	CNC Status (Non-Transfer)	Requirements
PHY	✓		Master's degree in Physics.  <b>OR</b> Master's degree and 18 graduate semester hours in Physics, or engineering courses with physics content.

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

**Reviewed/Revised**

July 2004	Patrick Haney
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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.*

<b>DISCIPLINE AREA</b>	<b>Physical Science (AA)</b>
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PBCC Course Prefix	CTC Status (Transfer)	CNC Status (Non-Transfer)	Requirements
ESC 1000	✓		Master's degree in Physics, Physical Science, Geology or Chemistry.  <b>OR</b>  Master's degree and 18 graduate semester hours in Physics, Physical Science, Geology or Chemistry.  <i><b>Coursework within the degree must reflect competencies in the courses to be taught.</b></i>
PSC 1341	✓		Master's degree in Physics, Physical Science, or Chemistry.  <b>OR</b>  Master's degree and 18 graduate semester hours in Physics, Physical Science, or Chemistry.

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

**Reviewed/Revised**

July 2004	Patrick Haney
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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.*

<b>DISCIPLINE AREA</b>	<b>Pilot (AS/AAS)</b>
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PBC Course Prefix	CTC Status (Transfer)	CNC Status (Non-Transfer)	Requirements
ASC, AVM		✓	Master's degree in Aviation, Avionics or Aeronautics.  <b>OR</b>  Master's degree and 18 graduate semester hours in Aviation, Avionics or Aeronautics.  <b>OR</b>  Bachelor's degree in Aviation, Avionics or Aeronautics, and demonstrated competencies in the teaching discipline.  <b>AND</b>  Federal Aviation Administration (FAA) Licensure appropriate to teaching area.
ATF, ATT, ASC 1310		✓	Associate in Science degree in Aviation, Avionics or Aeronautics.  <b>AND</b>  Demonstrated competency in the teaching discipline.  <b>AND</b>  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 course.

**Reviewed/Revised**

May 2005	Salvatore Manuele
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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.*

<b>DISCIPLINE AREA</b>	<b>Political Science (AA)</b>
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<b>PBCC Course Prefix</b>	<b>CTC Status (Transfer)</b>	<b>CNC Status (Non-Transfer)</b>	<b>Requirements</b>
CPO, INR, POS	✓		Master's degree in Political Science.  <b>OR</b>  Master's degree and 18 graduate semester hours in Political Science.  <i>Coursework within the degree must reflect competencies in the courses to be taught.</i>

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

**Reviewed/Revised**

July 2004	N. Okolie Uwadibie
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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.*

<b>DISCIPLINE AREA</b>	<b>Practical Nursing (PSAV)</b>
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PBCS Course Prefix	CTC Status (Transfer)	CNC Status (Non-Transfer)	Requirements
HCP 0120, PRN (except PRN 0022)		✓	Bachelor's degree in Nursing or health related field with current State of Florida licensure as Registered Nurse.  <b>OR</b> Registered Nurse with current State of Florida licensure and demonstrated competencies in the teaching discipline.
HSC 0003, PRN 0022		✓	Registered Nurse with current State of Florida licensure.  <b>OR</b> Associate degree or higher in health related field desired with specialized training industry certifications in health/health science.

**Reviewed/Revised**

May 2005	Jacqueline Rogers
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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.*

<b>DISCIPLINE AREA</b>	<b>Psychology (AA)</b>
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PBCS Course Prefix	CTC Status (Transfer)	CNC Status (Non-Transfer)	Requirements
CLP, DEP, PSY, SOP	✓		Master's degree in Psychology.  <b>OR</b>  Master's degree and 18 graduate semester hours in Psychology.

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

**Reviewed/Revised**

July 2004	Magdala Ray
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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.*

<b>DISCIPLINE AREA</b>	<b>Public Safety Dispatcher (PSAV)</b>
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PBCC Course Prefix	CTC Status (Transfer)	CNC Status (Non-Transfer)	Requirements
CJK 0551, CJK 0552, CJK 0553		✓	Specialized training/industry certifications in Public Safety Dispatcher, 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.

**Reviewed/Revised**

May 2005	Ginger Pedersen
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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.*

<b>DISCIPLINE AREA</b>	<b>Radiography (AS, ATC)</b>
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PBCB Course Prefix	CTC Status (Transfer)	CNC Status (Non-Transfer)	Requirements
RTE	✓		Master's degree in Radiography, Health Science, Science or Education.  <b>OR</b>  Master's degree and 18 graduate semester hours in Radiography, Health Science, Science or Education.  <b>OR</b>  Bachelor's degree in Radiography, and demonstrated competencies in the teaching discipline.  <b>OR</b>  Associate degree in Radiography and demonstrated competencies in the teaching discipline.  <b>AND</b>  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 course.

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**Reviewed/Revised**

July 2004	Jacqueline Rogers
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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		Reading (AA, College Prep)	
PBCC Course Prefix	CTC Status (Transfer)	CNC Status (Non-Transfer)	Requirements
REA 1205	✓		Master's degree in Reading.  <b>OR</b>  Master's degree and 18 graduate semester hours in Reading.
REA 0001, REA 0002 (COLLEGE PREP)		✓	Bachelor's degree in Reading, Elementary Education, English or Language Arts and have either teaching experience in a discipline related to their assignment or graduate training in developmental education.

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

**Reviewed/Revised**

May 2005	Bonnie Finsley-Satterfield
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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.*

<b>DISCIPLINE AREA</b>	<b>Real Estate (PSAV, CWE)</b>
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PBCB Course Prefix	CTC Status (Transfer)	CNC Status (Non-Transfer)	Requirements
REE		✓	Bachelor's degree in any field, current State of Florida Licensed Real Estate Broker, certified real estate instructor with the Florida Division of Real Estate.
REO (CWE)		✓	Bachelor's degree in any field, current State of Florida Licensed Real Estate Broker, certified real estate instructor with the Florida Division of Real Estate.

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

**Reviewed/Revised**

July 2004	Judy Gummere
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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.*

<b>DISCIPLINE AREA</b>	<b>Religion (AA)</b>
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PBCC Course Prefix	CTC Status (Transfer)	CNC Status (Non-Transfer)	Requirements
REL	✓		Master's degree in Religion, Philosophy or Theology.  <b>OR</b>  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 course.

**Reviewed/Revised**

July 2004	Lourdes Rey
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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		Respiratory Care (AS)	
PBCC Course Prefix	CTC Status (Transfer)	CNC Status (Non-Transfer)	Requirements
RET (Lecture)		✓	Master's degree in Respiratory Care/Cardiopulmonary, Health Science, Science, or Education.  <b>OR</b> Master's degree and 18 graduate semester hours in Respiratory Care/Cardiopulmonary, Health Science, Science, or Education.  <b>OR</b> Bachelor's degree in Respiratory Care/Cardiopulmonary, and demonstrated competencies in the teaching discipline.  <b>AND</b> 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 course.

**Reviewed/Revised**

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May 2005	Jacqueline Rogers
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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.*

<b>DISCIPLINE AREA</b>	<b>Sociology (AA)</b>
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<b>PBCC Course Prefix</b>	<b>CTC Status (Transfer)</b>	<b>CNC Status (Non - Transfer)</b>	<b>Requirements</b>
SYG	✓		Master's degree in Sociology.  <b>OR</b>  Master's degree and 18 graduate semester hours in Sociology.  <i>For credentialing in Sociology, course work in social work or the social sciences will not be accepted in lieu of course work in Sociology. Coursework within the degree must reflect competencies in the courses to be taught.</i>
SOW	✓		Master's degree in Social Work.  <b>OR</b>  Master's degree and 18 graduate semester hours in Social Work.

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

**Reviewed/Revised**

July 2004	Magdala Ray
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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.*

<b>DISCIPLINE AREA</b>	<b>Sonography (AS, CCC, ATC)</b>
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PBCC Course Prefix	CTC Status (Transfer)	CNC Status (Non-Transfer)	Requirements
SON (Lecture/Lab)		✓	<p>Master's degree in Radiology, Sonography, Health Science, Science or Education.</p> <p><b>OR</b></p> <p>Master's degree and 18 graduate semester hours in Radiology, Sonography, Health Science, Science or Education.</p> <p><b>OR</b></p> <p>Bachelor's degree in Radiology or Sonography, or Health Care Education and demonstrated competencies in the teaching discipline.</p> <p><b>AND</b></p> <p>Hold current national registry by the American Registry of Diagnostic Sonographers (ARDMS).</p>
SON (Clinical)		✓	<p>Associate in Science degree in Radiography or Sonography and demonstrated competencies in the teaching discipline.</p> <p><b>AND</b></p> <p>Hold current national registry by the American Registry of Diagnostic Sonographers (ARDMS).</p>

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

**Reviewed/Revised**

July 2004	Jacqueline Rogers
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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.*

<b>DISCIPLINE AREA</b>	<b>Speech (AA)</b>
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PBCC Course Prefix	CTC Status (Transfer)	CNC Status Non-Transfer)	Requirements
ORI, SPC	✓		Master's degree in Speech or Communications.  <b>OR</b>  Master's degree and 18 graduate semester hours in Speech, Oratory, Communications or Speech-related Theater courses.  <i>Coursework within the degree must reflect competencies in the courses to be taught.</i>

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

**Reviewed/Revised**

July 2004	Allen Witt
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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.*

<b>DISCIPLINE AREA</b>	<b>Student Development (AA)</b>
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PBCC Course Prefix	CTC Status (Transfer)	CNC Status (Non-Transfer)	Requirements
SLS 1501	✓		<p>Master's degree in education (any field), psychology, sociology, counseling or social work.</p> <p><b>OR</b></p> <p>Master's degree with 18 graduate semester hours in education (any field), psychology, sociology, counseling or social work.</p> <p><b>AND</b></p> <p>Secondary or postsecondary teaching experience.</p> <p><i>Attendance at the PBCC Strategies Seminar within the first two terms of teaching is strongly recommended.</i></p>
SLS 1301, SLS 1302, SLS 1303	✓		<p>Master's degree in education (any field), psychology, sociology, counseling or social work.</p> <p><b>OR</b></p> <p>Master's degree with 18 graduate semester hours in education (any field), psychology, sociology, counseling or social work.</p>

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

**Reviewed/Revised**

June 2005	Bonnie Finsley-Satterfield
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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.*

<b>DISCIPLINE AREA</b>	<b>Surgical Technology (PSAV)</b>
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<b>PBCC Course Prefix</b>	<b>CTC Status (Transfer)</b>	<b>CNC Status (Non-Transfer)</b>	<b>Requirements</b>
STS		✓	Certified Surgical Technologist (CST), Certified Nurse-Operating Room (CNOR), or three years of fulltime operating room experience.

**Reviewed/Revised**

July 2004	Jacqueline Rogers
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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.*

<b>DISCIPLINE AREA</b>	<b>Theater (AA)</b>
------------------------	---------------------

<b>PBCC Course Prefix</b>	<b>CTC Status (Transfer)</b>	<b>CNC Status (Non-Transfer)</b>	<b>Requirements</b>
THE, TPA, TPP	✓		Master's degree in Theater.  <b>OR</b>  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 course.

**Reviewed/Revised**

July 2004	Richard Holcomb
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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.*

<b>DISCIPLINE AREA</b>	<b>Vocational Preparatory Instruction (PSAV)</b>
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<b>PBCC Course Prefix</b>	<b>CTC Status (Transfer)</b>	<b>CNC Status (Non-Transfer)</b>	<b>Requirements</b>
VPI		✓	Bachelor's degree in Education, Reading, English, Language Arts or Mathematics and teaching experience in discipline, or graduate training in education or developmental education. Demonstrated competency in the teaching discipline is required.

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

**Reviewed/Revised**

May 2005	Peggy Adams-King
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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.*

<b>DISCIPLINE AREA</b>	<b>Welding Technology (PSAV)</b>
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<b>PBCC Course Prefix</b>	<b>CTC Status (Transfer)</b>	<b>CNC Status (Non-Transfer)</b>	<b>Requirements</b>
PMT 0108- 0201		✓	<p>Specialized training in state-of-the-art welding technologies and industrial applications required; competence gained through industrial work experience. American Welding Society (AWS) certification preferred.</p> <p>Associate degree or higher desired; minimum academic preparation must be at the same level at which the instructor is teaching.</p>

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

**Reviewed/Revised**

May 2005	Salvatore Manuele
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**Apprenticeship Instructor Approval Letter**

**PSAV REGISTERED APPRENTICESHIP PROGRAM  
INSTRUCTOR CREDENTIALING STATEMENT**

To: Dr. Sharon A. Sass  
Academic Dean's 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 apprenticeship 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

### Palm Beach Community College Faculty Roster

Date: \_\_\_\_\_ Requestor: \_\_\_\_\_

Faculty Name: \_\_\_\_\_ Employee # \_\_\_\_\_ Dept: \_\_\_\_\_

Approved  New  Existing Faculty:  Full-time  Part-time  Both

\*Academic Deans Council Date: \_\_\_\_\_

\*If Academic Dean's Council not required, date of revision approval (CWE): \_\_\_\_\_

	Credit and Prep	PSAV, CWE	Credit, Prep, PSAV, CWE
1	2	3	4
Most Advanced Degrees, Major, & University, Date Awarded  (If international institution, attach foreign transcript evaluation from approved evaluator)	List Graduate Courses (prefix and number), Semester Hours in Discipline which meet credentialing criteria <b>For Prep</b> – must have teaching experience in discipline related to assignment or graduate coursework in developmental education.  Course Prefix and Number <span style="float: right; font-size: small;">Sem Hrs</span>	For External Program Accreditation Requirements: Current Licensure with expiration date.	Degrees, coursework, work experience in-field, certifications, licensure, other (with expiration date).  Proposed courses to be taught.
			5

Revised 7/04



Palm Beach Community 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

4.8.2 Academic and Professional Preparation

In exceptional cases, outstanding professional experience and demonstrated contributions to the teaching discipline may be presented in lieu of formal academic preparation for faculty members teaching both transfer and non-transfer courses in these areas. Such cases must be justified by the institution on an individual basis.

**Directions:** Please fill-out this form 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 Dean’s Council and VPAA consideration.

Faculty Member’s Name: \_\_\_\_\_

Proposed Course(s): \_\_\_\_\_

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:
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 PBCC Course Assignments:

APPROVALS & ENDORSEMENTS FOR GRANTING THIS EXCEPTION

VPAA: \_\_\_\_\_

Date: \_\_\_\_\_