



PALM BEACH STATE
COLLEGE

Academic Management Manual

Section B

Faculty Credentialing Criteria

Academic
Affairs
2010-11

This page left intentionally blank.

Table of Contents

	<u>Page</u>
INTRODUCTION	
Introduction	B-1
Credentialing Guidelines.....	B-1
Faculty Hiring Process	B-2
Credentialing Process.....	B-2
Discipline FAQs.....	B-4
General FAQs	B-4
De-credentialing of Faculty.....	B-5
Credentialing Parameters for Particular Disciplines – BAS, AA, AS, AAS, ATD, ATC, CCC, PSAV, CCE	
Accounting	B-7
Air Conditioning/HVAC	B-8
American Sign Language	B-9
Anthropology	B-10
Apprenticeship.....	B-11
Architecture	B-12
Art	B-13
Astronomy.....	B-14
Automotive Mechanics	B-15
Banking.....	B-17
Biology.....	B-18
Biotechnology	B-20
Business Administration & Management	B-22
Chemistry	B-24
Commercial Vehicle Driving.....	B-25
Computer Information Systems.....	B-26
Cosmetology/Facials/Nails.....	B-28
Crime Scene Technology.....	B-29
Criminal Justice Institute.....	B-31
Criminal Justice Transfer.....	B-32
Dental Hygiene/Dental Assisting	B-33
Diesel Technology	B-35
Early Childhood Education/Child Development Associate	B-36
Economics	B-38
Education	B-39
Electrical Power Technology	B-40
Emergency Management.....	B-41
Emergency Medical Services/Paramedic/EMT	B-42
Engineering	B-44
English (AA/College Prep)	B-45
English as a Second Language for the Workplace	B-47
English for Academic Purposes	B-48

Environmental Science Technology	B-49
Fire Science Technology/Fire Recruit	B-50
Foreign Language	B-52
Geography.....	B-53
Geology	B-54
Graphic Design Technology	B-55
Health/Health & Fitness/Physical Education	B-57
Health Information Management/Medical Coder.....	B-59
History.....	B-60
Hospitality Management	B-61
Human Services.....	B-63
Industrial Management	B-65
Insurance/Stock Broker.....	B-67
Interdisciplinary Honors.....	B-69
Interior Design	B-70
Journalism/Mass Communications.....	B-72
Landscape & Horticulture Management	B-73
Language Institute	B-74
Library Science	B-75
Machining Technology.....	B-76
Massage Therapy.....	B-77
Mathematics/Mathematics (College Prep)	B-78
Medical Assisting	B-79
Medical Transcription.....	B-80
Motion Picture & Television Production	B-81
Music.....	B-83
Nursing.....	B-85
Nutrition.....	B-87
Oceanography.....	B-88
Office Management Technology	B-89
Office Occupations.....	B-91
Paralegal	B-92
Patient Care Assistant.....	B-93
Philosophy.....	B-94
Photography.....	B-95
Physical Science	B-96
Physics.....	B-97
Pilot (Aeronautical Science).....	B-98
Political Science.....	B-100
Practical Nursing	B-101
Psychology	B-102
Radiography	B-103
Reading (College Prep).....	B-105
Real Estate.....	B-106

Religion.....	B-107
Respiratory Care	B-108
Sociology	B-109
Sonography	B-110
Speech.....	B-112
Student Development-Strategies/Leadership	B-114
Sugar Technology.....	B-116
Surgical Technology	B-117
Sustainable Construction Management	B-118
Teacher Certification Program.....	B-119
Theater.....	B-120
Vocational Preparatory Instruction	B-121
Welding Technology	B-122

Credentialing Parameters for Particular Disciplines – Bachelor of Applied Science

Information Management	B-123
Supervision & Management	B-124

Appendix A - Forms

Apprenticeship Instructor Approval Letter Form	B-129
Faculty Roster Form (paper version)	B-130
Justification for Exception to Credentialing Criteria Form	B-131

Appendix B

NOVA Approved Mathematics Courses.....	B-132
--	-------

Introduction

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

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

Faculty

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

Credentialing Guidelines

- a. Faculty teaching **baccalaureate level courses**: a doctorate or a master's degree in the teaching discipline or a master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline). At least 25 percent of the discipline course hours in each major at the baccalaureate level are taught by faculty members holding the terminal degree—usually the earned doctorate—in the discipline, or the equivalent of the terminal degree.
- b. Faculty teaching **general education courses**: a doctorate or a master's degree in the teaching discipline or a master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline).
- c. Faculty teaching **associate degree courses designed for transfer to the baccalaureate degree**: a doctorate or a master's degree in the teaching discipline, or a master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline).
- d. Faculty teaching **associate degree courses not designed for transfer to the baccalaureate degree**: a master's degree in the teaching discipline; a baccalaureate or associate degree and demonstrated competencies in the teaching discipline is acceptable in limited disciplines.
- e. Faculty teaching **college preparatory courses** must have a baccalaureate degree in a discipline related to the teaching assignment.
- f. Faculty teaching **noncredit occupational and non-degree diploma courses (PSAV, CCE, Avocational)**: college degree and/or specialized training/industry certifications; competence gained through work experience; minimum academic preparation must be at the same level at which the instructor is teaching. (For all courses, **coursework within the degree must reflect competencies in the courses to be taught.**)

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

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

Faculty Hiring Process

1. **Full-time faculty, temporary full-time faculty and program instructors**– Refer to the procedures and guidelines established by Human Resources in the **Selection and Recruitment Manual**, and on-line at <http://www.palmbeachstate.edu/hr.xml>. All forms and procedures needed for the process are located at <http://www.palmbeachstate.edu/facultyhiring.xml>. For new full-time faculty, the VPAA must review the **paper** faculty roster for all potential candidates to be interviewed prior to any telephone or in-person interviews being scheduled with applicants.
2. **Adjunct Faculty** – Hiring administrators, in cooperation with department chairs where applicable, are responsible for recruiting, interviewing and hiring adjunct instructors. All credentials must be approved following the process outlined below prior to the person assuming teaching duties.

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

Credentialing Process

Step 1 – Potential Instructor formally applies to Palm Beach State

All potential instructors should formally apply to the college to ensure eligibility to work in the United States and submit copies of their transcript through the online application system, PeopleAdmin.

Step 2 - Prepare the Faculty Roster

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

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

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

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

Additional Notes:

1. Undergraduate classes taken as an undergraduate cannot count towards graduate hours in the discipline.
2. Courses taken that are described as eligible for counting towards a Bachelor’s degree or graduate degree may be counted **if** the course is taken after admission into graduate school **and if** it is counted towards the graduate degree in the appropriate discipline.

For CCE and other noncredit Faculty:

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

Step 3 – VPAA and Academic Deans Review – An Academic Dean will submit the roster for review through the Online Faculty Credentialing Database (OFCD – see web page at <http://www.palmbeachstate.edu/x9190.xml>). A unanimous “approve” vote must be recorded; if the “approve” vote is not unanimous, the credential must be reviewed during a regularly scheduled Academic Deans meeting. All applicants with foreign credentials (defined as awarded in a country other than the United States of America or one of its territories) must be evaluated by one of the Palm Beach State approved transcript evaluation and translation services on the following web page: <http://www.palmbeachstate.edu/facultyhiring.xml> .

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

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

Exceptions to stated faculty credentials occur in two cases:

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

In these cases, the Dean and/or Associate Dean must provide documentation as to how the faculty member’s experience and/or education allows him/her to teach the objectives in the course, using the *Justification and Exceptions form*, located in the forms section of the manual and on-line at:

http://www.palmbeachstate.edu/documents/academic_services/justification.doc. This information must also be copied into the online faculty roster through the OFCD.

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

Faculty Roster

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

Discipline FAQs

1. ***Can lawyers, individuals with Juris Doctorates, teach political science, criminal justice or business law?***
To teach political science, an individual must have 18 graduate semester hours in political science; a Juris Doctorate can teach business law (BUL) and criminal justice law (CJL) courses.
2. ***Can social workers teach sociology?***
A Master's degree with 18 graduate semester hours in the discipline, specifically sociology, is required to teach this subject. Social work clinical courses cannot count towards meeting the graduate semester hour minimum. In most cases; a M.S.W. does not have the credentials to teach sociology.
3. ***Are guidance counselors eligible to teach psychology?***
A Master's degree with 18 graduate semester hours in the 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. Please see Appendix B for courses from Nova Southeastern University that will count towards the 18 graduate semester hours in mathematics.

General FAQs

1. ***Do all persons teaching need to be credentialed, even CCE and avocational?***
Yes, all faculty need to be credentialed through the process established in the credentialing manual. Associate Deans/Deans can directly credential faculty for CCE and avocational; all program based (credit, prep and PSAV) will need clearance through the Academic Deans and the VPAA.
2. ***I'm just updating an existing instructor for an additional course – do I still need approval from the VPAA and Academic Deans?***
Yes. For example, if a person has been teaching MAT 1033 Intermediate Algebra, their credentials would need to be reviewed to see if they could teach other math classes. It is best to prepare a faculty roster from the start with all possible courses a faculty member is qualified to teach even if they might not initially be teaching those courses.

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

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

Steps:

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

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

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

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

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

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

**CREDENTIALING CRITERIA
FOR PARTICULAR DISCIPLINES
BAS, AA, AS, AAS, ATD, ATC, CCC, PSAV, CCE**

INSTRUCTIONAL CREDENTIALING CRITERIA
ACADEMIC AND PROFESSIONAL PREPARATION

Credentialing Parameters for Particular Disciplines

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

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

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

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

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

Reviewed/Revised:

July 2009	Peggy Adams-King
-----------	------------------

**INSTRUCTIONAL CREDENTIALING CRITERIA
ACADEMIC AND PROFESSIONAL PREPARATION**

Credentialing Parameters for Particular Disciplines

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

DISCIPLINE AREA	Air Conditioning/HVAC (PSAV, CCE)
------------------------	--

Palm Beach State Course Prefix	CTC Status (Designed for Transfer)	CNC Status (Not designed for transfer)	Requirements
ACR		✓	Associate degree or higher desired; academic preparation must be at the same level at which the instructor is teaching.
TIO (CCE)		✓	Specialized training and/or subject matter expertise, related work experience, and course delivery skills. Higher Education degrees are desirable, but not required. Specialized training or industry certifications, where applicable, are required.

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

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

Reviewed/Revised

July 2007	Salvatore Manuele
-----------	-------------------

**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	American Sign Language (CCE)
------------------------	-------------------------------------

Palm Beach State Course Prefix	CTC Status (Designed for Transfer)	CNC Status (Not designed for transfer)	Requirements
HPO		✓	Master’s degree in Linguistics of American Sign Language (ASL); current Registry for the Interpreters of the Deaf (RID) certification. OR Bachelor’s degree in any field and evidence of ASL coursework or experience in-field.

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

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

Reviewed/Revised

July 2008	Vernon Grant
-----------	--------------

INSTRUCTIONAL CREDENTIALING CRITERIA
ACADEMIC AND PROFESSIONAL PREPARATION

Credentialing Parameters for Particular Disciplines

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

DISCIPLINE AREA	Anthropology (AA)
------------------------	--------------------------

Palm Beach State Course Prefix	CTC Status (Designed for Transfer)	CNC Status (Not designed for transfer)	Requirements
ANT 2000	✓		Master's degree in Anthropology. OR Master's degree and 18 graduate semester hours in Anthropology. <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 assigned course.

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

Reviewed/Revised

July 2004	Lourdes Rey
-----------	-------------

**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	Apprenticeship (PSAV)
------------------------	------------------------------

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

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

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

Reviewed/Revised

May 2005	Salvatore Manuele
----------	-------------------

**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	Architecture (AA)
------------------------	--------------------------

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

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

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

Reviewed/Revised

July 2004	Lourdes Rey
-----------	-------------

**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	Art (AA)
------------------------	-----------------

Palm Beach State Course Prefix	CTC Status (Designed for Transfer)	CNC Status (Not designed for transfer)	Requirements
ARH, ART	✓		Master's degree in Art or Fine Art. OR Master's degree and 18 graduate semester hours in Art or Fine Art.

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

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

Reviewed/Revised

July 2008	Vernon Grant
-----------	--------------

INSTRUCTIONAL CREDENTIALING CRITERIA
ACADEMIC AND PROFESSIONAL PREPARATION

Credentialing Parameters for Particular Disciplines

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

DISCIPLINE AREA	Astronomy (AA)
------------------------	-----------------------

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

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

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

Reviewed/Revised

July 2008	Roger Ramsammy
-----------	----------------

**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, CCE)	
Palm Beach State Course Prefix	CTC Status (Designed for Transfer)	CNC Status (Not designed for 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 0691, AER 0692		✓	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.
TIO (CCE)		✓	Specialized training and/or subject matter expertise, related work experience, and course delivery skills. Higher Education degrees are desirable, but not required. Specialized training or industry certifications, where applicable, are required.
TIO 0510, TIO 0511		✓	ASE Master Technician Certification or ASE Certifications are required.

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

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

Reviewed/Revised

July 2007	Salvatore Manuele
-----------	-------------------

**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	Banking (CCC)
------------------------	----------------------

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

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

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

Reviewed/Revised

July 2008	Peggy Adams-King
-----------	------------------

INSTRUCTIONAL CREDENTIALING CRITERIA
ACADEMIC AND PROFESSIONAL PREPARATION

Credentialing Parameters for Particular Disciplines

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

DISCIPLINE AREA	Biology (AA)
------------------------	---------------------

Palm Beach State Course Prefix	CTC Status (Designed for Transfer)	CNC Status (Not designed for transfer)	Requirements
BOT	✔		Master's degree in Botany. OR Master's degree and 18 graduate semester hours in Botany.
BSC 1000	✔		Master's degree in Biology, Physics or Chemistry. OR Master's degree and 18 graduate semester hours in Biology, Physics or Chemistry.
BSC 1005, BSC 1005L, BSC 1010, BSC 1010L, BSC 1050, BSC1050L, BSC1011, BSC 1011L, MCB 2010, MCB 2010L	✔		Master's degree in Biology, Botany, Zoology, or related biological science sub-field. OR Master's degree and 18 graduate semester hours in Biology, Botany, Zoology, or related biological science sub-field.
BSC 2085, BSC 2085L, BSC 2086, BSC 2086L	✔		Master's degree in Biology, Botany, Zoology, or related biological science sub-field. OR Master's degree and 18 graduate

			<p>semester hours in Biology, Botany, Zoology, or related biological science sub-field.</p> <p>OR</p> <p>Doctorate in Medicine, Chiropractic, or Dentistry.</p>
--	--	--	--

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

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

Reviewed/Revised

July 2010	Roger Ramsammy
-----------	----------------

**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, CCE)
------------------------	--------------------------------

Palm Beach State Course Prefix	CTC Status (Designed for Transfer)	CNC Status (Not designed for transfer)	Requirements
BSC 2416C, BSC 2420, BSC 2420L, BSC2421, BSC2421L, BSC2426C, BSC2427, BSC2427L, BSC2432, BSC 2945C	✔		Master’s degree in Biology, Biotechnology, Botany, Microbiology, Molecular Biology, Biochemistry, Genetics, Zoology or related biological science subfield. OR Master’s degree and 18 graduate semester hours in Biology, Biotechnology, Botany, Microbiology, Molecular Biology, Biochemistry, Zoology or related biological science subfield. OR Doctorate in Medicine and relevant industry experience and/or academic research.
BIO 0110 (CCE)		✔	Specialized training and/or subject matter expertise, related work experience, and course delivery skills. Higher Education degrees are desirable, but not required. Specialized training or industry certifications, where applicable, are required.

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

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

Reviewed/Revised

July 2008	Edward Willey
-----------	---------------

**INSTRUCTIONAL CREDENTIALING CRITERIA
ACADEMIC AND PROFESSIONAL PREPARATION**

Credentialing Parameters for Particular Disciplines

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

DISCIPLINE AREA	Business Administration & Management (AA, AAS, CCC, CCE)
------------------------	---

Palm Beach State Course Prefix	CTC Status (Designed for Transfer)	CNC Status (Not designed for transfer)	Requirements
BUL 2241, BUL 2242	✔		Law Degree (JD).
GEB 1011	✔		Master's degree in Business Administration, Finance, Business, Marketing or Management. OR Master's degree and 18 graduate semester hours in Business Administration, Finance, Business, Marketing or Management.
MAR 2011	✔		Master's degree in Marketing. OR 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. OR Master's degree and 18 graduate semester hours in Business Administration, Finance, Business,

			Marketing or Management.
BEO 0104-0340, CSO, IEO, IGO (CCE)		✓	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 assigned course.
Coursework within the degree must reflect competencies in the courses to be taught.

Reviewed/Revised

July 2007	Peggy Adams-King
-----------	------------------

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	Chemistry (AA)
-----------------	----------------

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

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

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

Reviewed/Revised

July 2008	Roger Ramsammy
-----------	----------------

**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	Commercial Vehicle Driving (PSAV)
------------------------	--

Palm Beach State Course Prefix	CTC Status (Designed for Transfer)	CNC Status (Not designed for transfer)	Requirements
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>

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

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

Reviewed/Revised

May 2005	Salvatore Manuele
----------	-------------------

**INSTRUCTIONAL CREDENTIALING CRITERIA
ACADEMIC AND PROFESSIONAL PREPARATION**

Credentialing Parameters for Particular Disciplines

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

DISCIPLINE AREA	Computer Information Systems (AA, AS/AAS, ATC, CCC, PSAV, CCE)
------------------------	---

Palm Beach State Course Prefix	CTC Status (Designed for Transfer)	CNC Status (Not designed for transfer)	Requirements
CEN 2503, CEN 2504, CGS 1100, CGS 2555, CNT, COP	✔		Master’s degree in Computer Science, Computer Information Systems, Computer-Based Information Systems (e.g., management, decision), Computer Engineering or Information Technology. OR Master’s degree and 18 graduate semester hours in Computer Science, Computer Information Systems, Computer-Based Information Systems (e.g., management, decision), Computer Engineering or Information Technology.
CEN 1509, CEN 2527, CEN 2528, CEN 2529, Other CGS (credit), CIS, CTS 1100, CTS 1740, CTS 2173	✔		Master’s degree in Computer Science, Computer Information Systems, Computer-Based Information Systems (e.g., management, decision), Computer Engineering or Information Technology. OR Master’s degree and 18 graduate semester hours in Computer Science, Computer Information Systems, Computer-Based Information Systems (e.g., management, decision), Computer Engineering or Information Technology.

CTS 0263, CTS 0414, CGS 0251		✓	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 (CCE)		✓	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 assigned course.

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

Reviewed/Revised

July 2010	Peggy Adams-King
-----------	------------------

**INSTRUCTIONAL CREDENTIALING CRITERIA
ACADEMIC AND PROFESSIONAL PREPARATION**

Credentialing Parameters for Particular Disciplines

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

DISCIPLINE AREA	Cosmetology/Facials/Nails (PSAV, CCE)
------------------------	--

Palm Beach State Course Prefix	CTC Status (Designed for Transfer)	CNC Status (Not designed for transfer)	Requirements
COS, CSP		✔	Specialized training/industry certifications (current State of Florida Cosmetology, Facial Specialty or Nail Technician License/Registration required); competence gained through work experience. Associate degree or higher desired; minimum academic preparation must be at the same level at which the instructor is teaching.
TIO (CCE)		✔	Specialized training and/or subject matter expertise, related work experience, and course delivery skills. Higher Education degrees are desirable, but not required. Specialized training or industry certifications, where applicable, are required.

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

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

Reviewed/Revised

July 2007	Salvatore Manuele
-----------	-------------------

**INSTRUCTIONAL CREDENTIALING CRITERIA
ACADEMIC AND PROFESSIONAL PREPARATION**

Credentialing Parameters for Particular Disciplines

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

DISCIPLINE AREA	Crime Scene Technology (AS, CCC, CCE)
------------------------	--

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

			<p>OR</p> <p>Bachelor’s degree in Criminal Justice, Forensic Science, Biology or Chemistry.</p>
CJB 2704		✓	<p>Master’s degree in Criminal Justice or Forensic Science.</p> <p>OR</p> <p>Master’s degree and 18 graduate semester hours in Criminal Justice or Forensic Science.</p> <p>OR</p> <p>Bachelor’s degree in Criminal Justice or Forensic Science.</p> <p>OR</p> <p>J.D. degree with practical experience in a prosecutor or public defender office.</p>
CIO (CCE)		✓	<p>Specialized training and/or subject matter expertise, related work experience, and course delivery skills. Higher Education degrees are desirable, but not required. Specialized training or industry certifications, where applicable, are required.</p>

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

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

Reviewed/Revised

July 2010	Barbara Cipriano
-----------	------------------

**INSTRUCTIONAL CREDENTIALING CRITERIA
ACADEMIC AND PROFESSIONAL PREPARATION**

Credentialing Parameters for Particular Disciplines

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

DISCIPLINE AREA	Criminal Justice Institute (PSAV, CCE)
------------------------	---

Palm Beach State Course Prefix	CTC Status (Designed for Transfer)	CNC Status (Not designed for transfer)	Requirements
CJD, CJK, CJT		✓	Current CJSTC-FDLE Instructor’s certificate in specialization area, as specified in FAC 11B-20. Minimum academic degree must be at the same level at which the faculty member is teaching.
COO, POO, PSO(CCE)		✓	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 assigned course.
Coursework within the degree must reflect competencies in the courses to be taught.

Reviewed/Revised

July 2010	Barbara Cipriano
-----------	------------------

**INSTRUCTIONAL CREDENTIALING CRITERIA
ACADEMIC AND PROFESSIONAL PREPARATION**

Credentialing Parameters for Particular Disciplines

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

DISCIPLINE AREA	Criminal Justice Transfer (AA)
------------------------	---------------------------------------

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

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

Reviewed/Revised

July 2010	Barbara Cipriano
-----------	------------------

INSTRUCTIONAL CREDENTIALING CRITERIA
ACADEMIC AND PROFESSIONAL PREPARATION

Credentialing Parameters for Particular Disciplines

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

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

DES (clinical)		✓	<p>Current or eligible** for Florida Dental Hygiene or Dental Licensure, must be a graduate of an ADA accredited program; have clinical experience and possess a current Certified Dental Assistant certificate from the Dental Assisting National Board (DANB). State of Florida licensed dentists are exempt.</p> <p>OR</p> <p>Dental assisting faculty must be a graduate of an ADA accredited program; clinical experience.</p>
DOO, DSO (CCE)		✓	<p>Qualified faculty by dental education according to the ADA Accreditation Standards; training, certification or licensure related to scope of practice must be in accordance with the Florida Division of Medical Quality Assurance: Florida Board of Dentistry.</p>

*Bachelor’s degree must be completed within three years from the date of employment.

**Eligible pertains to Florida Statute 466.002(6) that exempts Dental educators from Florida State Licensure as long as the faculty is licensed in another state.

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

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

Reviewed/Revised

July 2010	Nancy Zinser
-----------	--------------

**INSTRUCTIONAL CREDENTIALING CRITERIA
ACADEMIC AND PROFESSIONAL PREPARATION**

Credentialing Parameters for Particular Disciplines

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

DISCIPLINE AREA	Diesel Technology (PSAV)
------------------------	---------------------------------

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

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

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

Reviewed/Revised

May 2005	Salvatore Manuele
----------	-------------------

**INSTRUCTIONAL CREDENTIALING CRITERIA
ACADEMIC AND PROFESSIONAL PREPARATION**

Credentialing Parameters for Particular Disciplines

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

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

Palm Beach State Course Prefix	CTC Status (Designed for Transfer)	CNC Status (Not designed for transfer)	Requirements
EEC 1001	✔		Master's degree in Education. OR Master's degree and 18 graduate semester hours in Education.
CHD, EDG, EEC 1003- 2949	✔		Master's degree in Education. OR Master's degree and 18 graduate semester hours in Education.
HEV 0130-0132 HEV 0807-0809		✔	Bachelor's degree or higher with six college credits in Early Childhood Education or Child Growth & Development. One year experience in the child care setting serving children ages birth through eight years.
HEV 0115 HEV 0114 HEV 0118 HEV 0123, HEV 0102, HEV 0167, HEV 0106, HEV 0198, HEV 0121, HEV 0803		✔	Bachelor's degree with six college credits in Early Childhood Education or Child Growth & Development, plus one year experience in a child care setting serving children ages birth through eight years of age.
HEV 0039, HEV 0095, HEV 0128,		✔	Bachelor's degree or higher with experience and knowledge which reflects competencies in the subject area to be taught. Minimum of two years

HEV 0129, HEO, HVO (CCE)			experience in the child care field/early childhood education/child growth & development or related field.
HEO 0106, HEV 0106		✓	Must have current CPR Instructor status from the American Heart Association or the American Red Cross.
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.
HEV 0804, HEO 0117, HEO 0150		✓	Bachelor’s degree or higher in early childhood education/child development, recreation, physical education, elementary education, special education, or family and consumer sciences with a minimum of one year of experience working in an after-school program serving children five years of age and up. Certification in Advancing Youth Development (AYD) principles.

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

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

Reviewed/Revised

July 2010	Susan Caldwell
-----------	----------------

**INSTRUCTIONAL CREDENTIALING CRITERIA
ACADEMIC AND PROFESSIONAL PREPARATION**

Credentialing Parameters for Particular Disciplines

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

DISCIPLINE AREA	Economics (AA)
------------------------	-----------------------

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

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

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

Reviewed/Revised

July 2008	Lourdes Rey
-----------	-------------

**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, CCE)
------------------------	----------------------------

Palm Beach State Course Prefix	CTC Status (Designed for Transfer)	CNC Status (Not designed for transfer)	Requirements
EDF, EDP, EME	✔		Master’s degree in Education. OR Master’s degree and 18 graduate semester hours in Education which may include subject specific education courses.
EDO (CCE)		✔	Bachelor’s degree in Teacher Education. OR Bachelor’s degree in any field with either teacher certification or a minimum of 15 semester hours (undergraduate or graduate) in teacher education coursework.

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

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

Reviewed/Revised

July 2010	Susan Caldwell
-----------	----------------

**INSTRUCTIONAL CREDENTIALING CRITERIA
ACADEMIC AND PROFESSIONAL PREPARATION**

Credentialing Parameters for Particular Disciplines

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

DISCIPLINE AREA	Electrical Power Technology (AS)
------------------------	---

Palm Beach State Course Prefix	CTC Status (Designed for Transfer)	CNC Status (Not designed for transfer)	Requirements
EET 1015C, EET 1025C		✔	Master’s degree in Electrical Engineering. OR Master’s degree and 18 graduate semester hours in Electrical Engineering.
CET, EET, EST, ETI, ETM		✔	Bachelor’s Degree in Industrial Engineering, Civil Engineering, Engineering or Engineering Technology, Industrial Management, Project Management, Building Construction, Building Management or Architectural Drafting. AND Related work experience with knowledge of industry software applications required.

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

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

Reviewed/Revised

July 2009	Edward Willey
-----------	---------------

INSTRUCTIONAL CREDENTIALING CRITERIA
ACADEMIC AND PROFESSIONAL PREPARATION

Credentialing Parameters for Particular Disciplines

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

DISCIPLINE AREA	Emergency Management (CCC)
------------------------	-----------------------------------

Palm Beach State Course Prefix	CTC Status (Designed for Transfer)	CNC Status (Not designed for transfer)	Requirements
FFP 1820, FFP 1822, FFP 1824, FFP 1825, FFP 1830, FFP 1832, FFP 1841, FFP 1882, FFP 2840, FFP 2842, FFP 2880		✓	Master's degree in Emergency Management. OR Master's degree and 18 graduate semester hours in Emergency Management. OR Bachelor's degree in Emergency Management and demonstrated competencies in the teaching discipline.

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

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

Reviewed/Revised

July 2008	Barbara Cipriano
-----------	------------------

**INSTRUCTIONAL CREDENTIALING CRITERIA
ACADEMIC AND PROFESSIONAL PREPARATION**

Credentialing Parameters for Particular Disciplines

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

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

Palm Beach State Course Prefix	CTC Status (Designed for Transfer)	CNC Status (Not designed for transfer)	Requirements
EMS		✔	<p>Associate’s degree in any field.</p> <p>AND</p> <p>Current State of Florida Paramedic certification with 4 years ALS experience in-field; current Advanced Cardiac Life Support (ACLS) certification; demonstrated competencies in the teaching discipline. (Per F.A.C. 64J-1.0201)</p>
EMO (CCE)		✔	<p>Current State of Florida Paramedic certification for courses designed for the EMS professional; current instructor certifications or demonstrated competencies in the teaching discipline.</p> <p>American Heart Association courses including Advanced Cardiac Life Support (ACLS), Basic Life Support (BLS) and Pediatric Advanced Life Support (PALS) require current AHA instructor certification in the course being taught. International Trauma Life Support classes (ITLS) require current ITLS instructor certification.</p> <p>Community Emergency Response Team (CERT) training classes require successful completion of a CERT instructor course.</p>

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

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

Reviewed/Revised

July 2010	Barbara Cipriano
-----------	------------------

**INSTRUCTIONAL CREDENTIALING CRITERIA
ACADEMIC AND PROFESSIONAL PREPARATION**

Credentialing Parameters for Particular Disciplines

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

DISCIPLINE AREA	Engineering (AA,AS)
------------------------	----------------------------

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

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

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

Reviewed/Revised

July 2004	Lourdes Rey
-----------	-------------

INSTRUCTIONAL CREDENTIALING CRITERIA
ACADEMIC AND PROFESSIONAL PREPARATION

Credentialing Parameters for Particular Disciplines

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

DISCIPLINE AREA	English/English Preparatory (AA, College Prep)
------------------------	---

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

			Master’s degree and 18 graduate semester hours in English, Literature, Technical Communications, Creative Writing or Language Arts.
ENC 0001 ENC 0002 (COLLEGE PREP)		✓	Bachelor’s degree in English or Communications, Language Arts or TESOL. OR Bachelor’s degree in related field and a minimum of 9 graduate semester hours in English, Communications, Developmental Education, Language Arts, Composition and Rhetoric or TESOL..

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

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

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

Reviewed/Revised

July 2009	Susan Bierster
-----------	----------------

**INSTRUCTIONAL CREDENTIALING CRITERIA
ACADEMIC AND PROFESSIONAL PREPARATION**

Credentialing Parameters for Particular Disciplines

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

DISCIPLINE AREA	English as a Second Language for the Workplace (CCE)
------------------------	---

Palm Beach State Course Prefix	CTC Status (Designed for Transfer)	CNC Status (Not designed for 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 assigned course.

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

Reviewed/Revised

July 2008	Susan Bierster
-----------	----------------

**INSTRUCTIONAL CREDENTIALING CRITERIA
ACADEMIC AND PROFESSIONAL PREPARATION**

Credentialing Parameters for Particular Disciplines

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

DISCIPLINE AREA	English for Academic Purposes (College Prep)
------------------------	---

Palm Beach State Course Prefix	CTC Status (Designed for Transfer)	CNC Status (Not designed for transfer)	Requirements
EAP (COLLEGE PREP)		✓	Bachelor’s degree in Applied Linguistics, Bilingual Education, Multicultural Studies, English, Communications, Foreign Language, Elementary Education, TESOL (Teachers of English to Speakers of Other Languages) OR Bachelor’s degree in any field and a minimum of 9 graduate semester hours in TESOL or Linguistics.

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

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

Reviewed/Revised

July 2007	Susan Bierster
-----------	----------------

**INSTRUCTIONAL CREDENTIALING CRITERIA
ACADEMIC AND PROFESSIONAL PREPARATION**

Credentialing Parameters for Particular Disciplines

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

DISCIPLINE AREA	Environmental Science Technology (AS)
------------------------	--

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

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

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

Reviewed/Revised

July 2007	Edward Willey
-----------	---------------

**INSTRUCTIONAL CREDENTIALING CRITERIA
ACADEMIC AND PROFESSIONAL PREPARATION**

Credentialing Parameters for Particular Disciplines

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

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

Palm Beach State Course Prefix	CTC Status (Designed for Transfer)	CNC Status (Not designed for transfer)	Requirements
FFP 1000, FFP 1301, FFP 1302, FFP 1505, FFP 1540, FFP 2111, FFP 2120, FFP 2401, FFP 2402, FFP 2423C, FFP 2510, FFP 2521, FFP 2541, FFP 2604, FFP 2606, FFP 2610, FFP 2630, FFP 2670, FFP 2706, FFP 2720, FFP 2740, FFP 2741, FFP 2770, FFP 2780, FFP 2810, FFP 2811		✓	Bachelor’s or Associate degree and current State of Florida Level I Fire Instructor (or higher) within a certificate program area in which they are certified or hold a certificate of competency.
FFP 0020		✓	Specialized training/industry certifications (current State of Florida Level I or higher Fire Instructor certification required), competence gained through work experience. Associate degree or higher

			desired; minimum academic preparation must be at the same level at which the instructor is teaching.
FFO (CCE)		✓	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 assigned course.
Coursework within the degree must reflect competencies in the courses to be taught.

Reviewed /Revised

July 2008	Barbara Cipriano
-----------	------------------

**INSTRUCTIONAL CREDENTIALING CRITERIA
ACADEMIC AND PROFESSIONAL PREPARATION**

Credentialing Parameters for Particular Disciplines

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

DISCIPLINE AREA	Foreign Language (AA)
------------------------	------------------------------

Palm Beach State Course Prefix	CTC Status (Designed for Transfer)	CNC Status (Not designed for transfer)	Requirements
FRE	✓		Master’s degree in French. OR Master’s degree and 18 graduate semester hours in French.
GER	✓		Master’s degree in German. OR Master’s degree and 18 graduate semester hours in German.
SPN	✓		Master’s degree in Spanish. OR Master’s degree and 18 graduate semester hours in Spanish.

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

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

Reviewed/Revised

July 2008	Robert Gingras
-----------	----------------

**INSTRUCTIONAL CREDENTIALING CRITERIA
ACADEMIC AND PROFESSIONAL PREPARATION**

Credentialing Parameters for Particular Disciplines

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

DISCIPLINE AREA	Geography (AA)
------------------------	-----------------------

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

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

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

Reviewed/Revised

July 2007	Susan Caldwell
-----------	----------------

**INSTRUCTIONAL CREDENTIALING CRITERIA
ACADEMIC AND PROFESSIONAL PREPARATION**

Credentialing Parameters for Particular Disciplines

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

DISCIPLINE AREA	Geology (AA)
------------------------	---------------------

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

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

Reviewed/Revised

July 2009	Roger Ramsammy
-----------	----------------

**INSTRUCTIONAL CREDENTIALING CRITERIA
ACADEMIC AND PROFESSIONAL PREPARATION**

Credentialing Parameters for Particular Disciplines

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

DISCIPLINE AREA	Graphic Design Technology (AS,AAS, CCC, CCE)
------------------------	---

Palm Beach State Course Prefix	CTC Status (Designed for Transfer)	CNC Status (Not designed for transfer)	Requirements
GRA 1190C, GRA 2191C	✔		Master’s degree in Graphic Design. OR Master’s degree and 18 graduate semester hours in Graphic Design. AND Adobe Photoshop and Adobe Illustrator, QuarkXpress software expertise.
GRA (other)		✔	Master’s degree in Graphic Design. OR Master’s degree and 18 graduate semester hours in Graphic Design. OR Bachelor’s degree in Graphic Design, and demonstrated competencies in the teaching discipline. AND Adobe Photoshop and Adobe Illustrator, QuarkXpress software expertise.

TIO (CCE)		✓	Specialized training and/or subject matter expertise, related work experience, and course delivery skills. Higher Education degrees are desirable, but not required. Specialized training and industry certifications, where applicable, are required.
-----------	--	---	--

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

Reviewed/Revised

July 2008	Vernon Grant
-----------	--------------

**INSTRUCTIONAL CREDENTIALING CRITERIA
ACADEMIC AND PROFESSIONAL PREPARATION**

Credentialing Parameters for Particular Disciplines

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

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

PEO, PEP, PET	✓		Master's degree in Physical Education or Exercise Physiology. OR Master's degree and 18 graduate semester hours in Physical Education or Exercise Physiology.
PRO (CCE)			Associate degree or higher in related profession. OR Industry certification in personal training or equivalent industry certification

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

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

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

Reviewed/Revised

July 2010	Nancy Zinser
-----------	--------------

**INSTRUCTIONAL CREDENTIALING CRITERIA
ACADEMIC AND PROFESSIONAL PREPARATION**

Credentialing Parameters for Particular Disciplines

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

DISCIPLINE AREA	Health Information Management(AS) Medical Coder/Biller (CCC)
------------------------	---

Palm Beach State Course Prefix	CTC Status (Designed for Transfer)	CNC Status (Not designed for transfer)	Requirements
HIM 1282C, HIM 2222C, HIM 2253C, HIM 2810L, HIM 2272C, HIM 1800C, HIM 1000C, HIM 2304C		✓	Associate degree or higher in Health Information Management or health related field AND One of the following American Health Information Management Association (AHIMA) certification credentials: CCS, CCS-P, RHIA, or RHIT.
HIM 1012C, HIM 1210C, HIM 1433C, HIM 1442C, HIM 2510C, HIM 2826C		✓	Associate degree or higher in Health Information Management or health related field with specialized training in content area.

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

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

Reviewed/Revised

July 2010	Nancy Zinser
-----------	--------------

**INSTRUCTIONAL CREDENTIALING CRITERIA
ACADEMIC AND PROFESSIONAL PREPARATION**

Credentialing Parameters for Particular Disciplines

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

DISCIPLINE AREA	History (AA)
------------------------	---------------------

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

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

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

Reviewed/Revised

July 2004	Lourdes Rey
-----------	-------------

INSTRUCTIONAL CREDENTIALING CRITERIA
ACADEMIC AND PROFESSIONAL PREPARATION

Credentialing Parameters for Particular Disciplines

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

DISCIPLINE AREA	Hospitality Management (AS, AAS, CCE)
------------------------	--

Palm Beach State Course Prefix	CTC Status (Designed for Transfer)	CNC Status (Not designed for transfer)	Requirements
FOS, FSS, HFT (except those noted below)		✖	Master’s degree in Hospitality Management or Culinary Arts. OR Master’s degree and 18 graduate semester hours in Hospitality Management or Culinary Arts. OR Bachelor’s degree in Hospitality Management or Culinary Arts, and demonstrated work experiences and competencies in the teaching discipline. AND Work experience in the food service industry.
FOS 1201, FSS 1220, FSS 1220L FSS 1221C FSO (CCE)		✖	Bachelor’s degree in Hospitality Management or Culinary Arts, and demonstrated work experiences and competencies in the teaching discipline. OR Two years work experience in the food service industry.

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

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

Reviewed/Revised

May 2005	Peggy Adams-King
----------	------------------

INSTRUCTIONAL CREDENTIALING CRITERIA
ACADEMIC AND PROFESSIONAL PREPARATION

Credentialing Parameters for Particular Disciplines

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

DISCIPLINE AREA	Human Services (AS, AAS, CCC, CCE)
------------------------	---

Palm Beach State Course Prefix	CTC Status (Designed for Transfer)	CNC Status (Not designed for transfer)	Requirements
GEY 2000	✔		Master’s degree in Gerontology. OR Master’s degree and 18 graduate semester hours in Gerontology.
HUS 1203, HUS 1620, HUS 1640		✔	Master’s degree in Social Work, Psychology, Education, or related field. OR Master’s degree and 18 graduate semester hours in Social Work, Psychology, Education, or related field. AND Extensive experience working with youth in either a community or school based program.
HUS 1001, HUS 1200, HUS 1302,		✔	Master’s degree in Social Work, Psychology, or related field.

HUS 1424, HUS 1850, HUS 1850L, HUS 2308, HUS 2851, HUS2851L			<p>OR</p> <p>Master’s degree and 18 graduate semester hours in Social Work, Psychology, or related field.</p> <p>AND</p> <p>Licensed Florida mental health professional (e.g., mental health counselor, marriage & family counselor, social worker).</p>
HUS (CCE), MHO (CCE)		▼	Certified Addiction Professional credential.

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

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

Reviewed/Revised

July 2010	Susan Caldwell
-----------	----------------

**INSTRUCTIONAL CREDENTIALING CRITERIA
ACADEMIC AND PROFESSIONAL PREPARATION**

Credentialing Parameters for Particular Disciplines

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

DISCIPLINE AREA	Industrial Management (AS)
------------------------	-----------------------------------

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

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

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

Reviewed/Revised

July 2010	Salvatore Manuele
-----------	-------------------

**INSTRUCTIONAL CREDENTIALING CRITERIA
ACADEMIC AND PROFESSIONAL PREPARATION**

Credentialing Parameters for Particular Disciplines

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

DISCIPLINE AREA	Insurance/Stock Broker (PSAV, CCE)
------------------------	---

Palm Beach State Course Prefix	CTC Status (Designed for Transfer)	CNC Status (Not designed for transfer)	Requirements
FPO 0022		✔	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.
INO (CCE)		✓	Specialized training/industry certifications (certified instructor with the Florida Department of Financial Services), competence gained through work experience. Associate degree or higher desired; minimum academic preparation must be at the same level at which the instructor is teaching.

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

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

Reviewed/Revised

July 2004	Peggy Adams-King
-----------	------------------

**INSTRUCTIONAL CREDENTIALING CRITERIA
ACADEMIC AND PROFESSIONAL PREPARATION**

Credentialing Parameters for Particular Disciplines

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

DISCIPLINE AREA	Interdisciplinary/Honors (AA)
------------------------	--------------------------------------

Palm Beach State Course Prefix	CTC Status (Designed for Transfer)	CNC Status (Not designed for transfer)	Requirements
IDH 2105	✓		Master’s degree in Art, Foreign Language, History, Linguistics, Literature, Philosophy, Religion, Theology. OR Master’s degree and 18 graduate semester hours in Art, History, Linguistics, Literature, Philosophy, Religion, Theology.

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

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

Reviewed/Revised

July 2009	Ginger Pedersen
-----------	-----------------

INSTRUCTIONAL CREDENTIALING CRITERIA
ACADEMIC AND PROFESSIONAL PREPARATION

Credentialing Parameters for Particular Disciplines

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

DISCIPLINE AREA	Interior Design (AS, CCE)
-----------------	---------------------------

Palm Beach State Course Prefix	CTC Status (Designed for Transfer)	CNC Status (Not designed for transfer)	Requirements
IND		✔	Master’s degree in Interior Design. OR Master’s degree and 18 graduate semester hours in Interior Design. OR Bachelor’s degree in Interior Design and demonstrated competencies in the teaching discipline. OR Bachelor’s degree or higher in Architecture with work experience in Interior Design and demonstrated competencies in the teaching discipline.
IND 2460C, IND 2463C		✔	Bachelor’s degree or higher in Engineering or Architecture and demonstrated competencies in the teaching discipline and CAD software expertise.
IND 2608C		✔	Bachelor’s degree or higher in Engineering or Architecture and demonstrated competencies in Sustainable Design.

TIO (CCE)		✓	Specialized training and/or subject matter expertise, related work experience, and course delivery skills. Higher Education degrees are desirable, but not required. Specialized training or industry certifications, where applicable, are required.
-----------	--	---	---

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

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

Reviewed/Revised

July 2008	Vernon Grant
-----------	--------------

**INSTRUCTIONAL CREDENTIALING CRITERIA
ACADEMIC AND PROFESSIONAL PREPARATION**

Credentialing Parameters for Particular Disciplines

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

DISCIPLINE AREA	Journalism/Mass Communications (AA)
------------------------	--

Palm Beach State Course Prefix	CTC Status (Designed for Transfer)	CNC Status (Not designed for transfer)	Requirements
JOU, MMC	✔		Master’s degree in English, Communications, Journalism, or Mass Communications. OR Master’s degree and 18 graduate semester hours in English, Journalism, Communications or Mass Communications.

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

Reviewed/Revised

July 2009	Vernon Grant
-----------	--------------

**INSTRUCTIONAL CREDENTIALING CRITERIA
ACADEMIC AND PROFESSIONAL PREPARATION**

Credentialing Parameters for Particular Disciplines

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

DISCIPLINE AREA	Landscape & Horticulture Management (AS, CCE)
------------------------	--

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

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

Reviewed Revised

July 2008	Robert Gingras
-----------	----------------

**INSTRUCTIONAL CREDENTIALING CRITERIA
ACADEMIC AND PROFESSIONAL PREPARATION**

Credentialing Parameters for Particular Disciplines

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

DISCIPLINE AREA	Language Institute (CCE)
------------------------	---------------------------------

Palm Beach State Course Prefix	CTC Status (Designed for Transfer)	CNC Status (Not designed for transfer)	Requirements
BEO		✓	Bachelor's degree in any field and successful, related teaching experience.

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

Reviewed/Revised

July 2009	Susan Bierster
-----------	----------------

**INSTRUCTIONAL CREDENTIALING CRITERIA
ACADEMIC AND PROFESSIONAL PREPARATION**

Credentialing Parameters for Particular Disciplines

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

DISCIPLINE AREA	Library Science (AA)
------------------------	-----------------------------

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

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

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

Reviewed/Revised

July 2008	Brian Kelley
-----------	--------------

**INSTRUCTIONAL CREDENTIALING CRITERIA
ACADEMIC AND PROFESSIONAL PREPARATION**

Credentialing Parameters for Particular Disciplines

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

DISCIPLINE AREA	Machining Technology (PSAV, CCE)
------------------------	---

Palm Beach State Course Prefix	CTC Status (Designed for Transfer)	CNC Status (Not designed for transfer)	Requirements
PMT 0202-0265		✓	Specialized training/industry certifications in state-of-the-art machining technologies and industrial software applications required; competence gained through work experience. Associate degree or higher desired; minimum academic preparation must be at the same level at which the instructor is teaching.
TIO (CCE)		✓	Specialized training and/or subject matter expertise, related work experience, and course delivery skills. Higher Education degrees are desirable, but not required. Specialized training or industry certifications, where applicable, are required.

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

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

Reviewed/Revised

July 2007	Salvatore Manuele
-----------	-------------------

**INSTRUCTIONAL CREDENTIALING CRITERIA
ACADEMIC AND PROFESSIONAL PREPARATION**

Credentialing Parameters for Particular Disciplines

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

DISCIPLINE AREA	Massage Therapy (PSAV, CCE)
------------------------	------------------------------------

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

Reviewed/Revised

May 2005	Lourdes Rey
----------	-------------

**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	Mathematics/Mathematics Preparatory (AA, College Prep)
------------------------	---

Palm Beach State Course Prefix	CTC Status (Designed for Transfer)	CNC Status (Not designed for transfer)	Requirements
MAC, MAP, MAS, MGF, MTG, STA	✓		Master's degree in Mathematics. OR Master's degree and 18 graduate semester hours in Mathematics.*
MAT 1033	✓		Master's degree in Mathematics, Mathematics Education or Statistics.
MAT 0012, MAT 0020 (COLLEGE PREP)		✓	Bachelor's degree in Mathematics, Mathematics Education, Statistics, Physics or Engineering.

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

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

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

Reviewed/Revised

July 2009	Roger Ramsammy
-----------	----------------

**INSTRUCTIONAL CREDENTIALING CRITERIA
ACADEMIC AND PROFESSIONAL PREPARATION**

Credentialing Parameters for Particular Disciplines

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

DISCIPLINE AREA	Medical Assisting (PSAV)
------------------------	---------------------------------

Palm Beach State Course Prefix	CTC Status (Designed for Transfer)	CNC Status (Not designed for transfer)	Requirements
MEA		✓	Industry certifications in Medical Assisting (current CMA or RMA). OR Associate degree or higher in health related field desired with specialized training industry certifications in health related field.

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

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

Reviewed/Revised

July 2010	Nancy Zinser
-----------	--------------

**INSTRUCTIONAL CREDENTIALING CRITERIA
ACADEMIC AND PROFESSIONAL PREPARATION**

Credentialing Parameters for Particular Disciplines

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

DISCIPLINE AREA		Medical Transcription (ATD)	
PBCC Course Prefix	CTC Status (Transfer)	CNC Status (Not designed for transfer)	Requirements
HIM 0439		✓	Associate degree or higher in health related field desired with specialized training industry certifications in health/related field.
HIM 0001		✓	Current industry certifications in health information related fields.
HIM 0263, HIM 0030, HIM 0060, HIM 0062, HIM 0812		✓	Certified Medical Transcription certification with Association for Healthcare Documentation on Integrity (AHDI) (formerly AAMT)

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

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

Reviewed/Revised

July 2009	Jackie Rogers
-----------	---------------

**INSTRUCTIONAL CREDENTIALING CRITERIA
ACADEMIC AND PROFESSIONAL PREPARATION**

Credentialing Parameters for Particular Disciplines

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

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

Palm Beach State Course Prefix	CTC Status (Designed for Transfer)	CNC Status (Not designed for transfer)	Requirements
FIL 2000, FIL 2002, FIL 2031, FIL 2032, FIL 2611, RTV 2000C, RTV 2300	✔		Master's degree in Motion Picture, Film, Broadcasting or Television Production Technology. OR Master's degree and 18 graduate semester hours in Motion Picture, Film, Broadcasting or Television Production Technology and a Master's degree.
FIL 1456C, FIL 1461C, FIL 1940C, FIL 1518C, FIL 1641C, FIL 2100, FIL 2130, FIL 2361C, FIL 2420C, FIL2425C, FIL 2432C, FIL 2488C, FIL 2491C, FIL 2571C, FIL 2480, FIL 2537, FIL 2528C, FIL 2561C, FIL 2671C,		✔	Master's degree in Motion Picture, Film, Broadcasting or Television Production Technology. OR Master's degree and 18 graduate semester hours in Motion Picture, Film, Broadcasting or Television Production Technology. OR Bachelor's degree in Motion Picture, Film, Broadcasting or Television Production Technology and demonstrated

FIL 2910, FIL 2930, FIL 2941, FIL 2942, RTV 1100C, RTV1201C, RTV 2245C, RTV 2250C, RTV 2333C, RTV 2710, RTV 2940			competencies in the teaching discipline.
--	--	--	--

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

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

Reviewed/Revised

July 2009	Vernon Grant
-----------	--------------

INSTRUCTIONAL CREDENTIALING CRITERIA
ACADEMIC AND PROFESSIONAL PREPARATION

Credentialing Parameters for Particular Disciplines

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

DISCIPLINE AREA	Music (AA)
-----------------	------------

Palm Beach State Course Prefix	CTC Status (Designed for Transfer)	CNC Status (Not designed for transfer)	Requirements
MUH, MUL	✔		Master's degree in Music. OR Master's degree and 18 graduate semester hours in Music.
MUC, MUM, MUT	✔		Master's degree in Music. OR Master's degree and 18 graduate semester hours in Music. AND Keyboard ability, knowledge of music theory and ability to teach coursework in the specified area.
MUN	✔		Master's degree in Music. OR Master's degree and 18 graduate semester hours in Music. AND Professional experience, ability to conduct/direct an

			ensemble, ability to teach skills and concepts needed for the specific type of ensemble and repertoire.
MVB, MVJ, MVK, MVP, MVS, MVV, MVW	✓		<p>Master’s degree in Music.</p> <p>OR</p> <p>Master’s degree and 18 graduate semester hours in Music.</p> <p>AND</p> <p>Professional experience, performing skill and the ability to teach lessons on the instrument (and musical style) specified by the class.</p>

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

Reviewed/Revised

July 2008	Vernon Grant
-----------	--------------

**INSTRUCTIONAL CREDENTIALING CRITERIA
ACADEMIC AND PROFESSIONAL PREPARATION**

Credentialing Parameters for Particular Disciplines

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

DISCIPLINE AREA	Nursing (AS, ATC, CCE)
------------------------	-------------------------------

Palm Beach State Course Prefix	CTC Status (Designed for Transfer)	CNC Status (Not designed for transfer)	Requirements
NUR (AS)		✓	Master's degree in Nursing or Nursing Education. OR Master's degree and 18 graduate semester hours in Nursing or Nursing Education. AND Current State of Florida licensure as a Registered Nurse.
NUR (Lab/Clinical) NUR (ATC)		✓	Master's degree in Nursing or Nursing Education. OR Master's degree and 18 graduate semester hours in Nursing or Nursing Education. OR Bachelor's degree in Nursing and demonstrated competencies in the teaching discipline.

			<p>AND</p> <p>Current State of Florida licensure as a Registered Nurse.</p>
<p>NGO, NRO, NSO, THO (CCE)</p>		<p>✓</p>	<p>Current State of Florida licensure as a Registered Nurse; work experience.</p>

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

Reviewed/Revised

<p>July 2010</p>	<p>Nancy Zinser</p>
------------------	---------------------

**INSTRUCTIONAL CREDENTIALING CRITERIA
ACADEMIC AND PROFESSIONAL PREPARATION**

Credentialing Parameters for Particular Disciplines

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

DISCIPLINE AREA	Nutrition (AA)
------------------------	-----------------------

Palm Beach State Course Prefix	CTC Status (Designed for Transfer)	CNC Status (Not designed for transfer)	Requirements
HUN 1201	✔		Master’s degree in Dietetics or Nutrition. OR Master’s degree and 18 graduate semester hours in Dietetics or Nutrition.
HUN 1001, HUN 1501		✔	Master’s degree in Dietetics or Nutrition. OR Master’s degree and 18 graduate semester hours in Dietetics or Nutrition.

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

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

Reviewed/Revised

July 2010	Nancy Zinser
-----------	--------------

**INSTRUCTIONAL CREDENTIALING CRITERIA
ACADEMIC AND PROFESSIONAL PREPARATION**

Credentialing Parameters for Particular Disciplines

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

DISCIPLINE AREA	Oceanography (AA)
------------------------	--------------------------

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

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

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

Reviewed/Revised

July 2009	Roger Ramsammy
-----------	----------------

**INSTRUCTIONAL CREDENTIALING CRITERIA
ACADEMIC AND PROFESSIONAL PREPARATION**

Credentialing Parameters for Particular Disciplines

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

DISCIPLINE AREA	Office Management Technology (AS,AAS)
------------------------	--

Palm Beach State Course Prefix	CTC Status (Designed for Transfer)	CNC Status (Not designed for transfer)	Requirements
OST (credit- all except OST2335 and OST2339)		✖	Master’s degree in Office Management/Systems, Business or Business Education. OR Master’s degree and 18 graduate semester hours in Office Management/Systems, Business or Business Education.
OST 2335, OST 2339			Master’s degree in Office Management/Systems, Business, Business Education or English. OR Master’s degree and 18 graduate semester hours in Office Management/Systems, Business, Business Education or English.

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

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

Reviewed/Revised

July 2006	Peggy Adams-King
-----------	------------------

**INSTRUCTIONAL CREDENTIALING CRITERIA
ACADEMIC AND PROFESSIONAL PREPARATION**

Credentialing Parameters for Particular Disciplines

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

DISCIPLINE AREA	Office Occupations (PSAV)
------------------------	----------------------------------

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

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

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

Reviewed/Revised

July 2007	Peggy Adams-King
-----------	------------------

**INSTRUCTIONAL CREDENTIALING CRITERIA
ACADEMIC AND PROFESSIONAL PREPARATION**

Credentialing Parameters for Particular Disciplines

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

DISCIPLINE AREA	Paralegal (AS, CCE)
------------------------	----------------------------

Palm Beach State Course Prefix	CTC Status (Designed for Transfer)	CNC Status (Not designed for transfer)	Requirements
PLA		✔	Law Degree (JD) or Bachelor of Laws (LLB).
PLA 2762		✔	Associate degree or higher in Paralegal or Office Management/Systems and competence gained through a minimum of three years fulltime work experience in-field.
LEO (CCE)		✔	Specialized training and/or subject matter expertise, related work experience, and course delivery skills. Higher Education degrees are desirable. Specialized training or industry certifications, where applicable, are required.

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

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

Reviewed/Revised

July 2007	Edward Willey
-----------	---------------

**INSTRUCTIONAL CREDENTIALING CRITERIA
ACADEMIC AND PROFESSIONAL PREPARATION**

Credentialing Parameters for Particular Disciplines

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

DISCIPLINE AREA	Patient Care Assistant (PSAV)
------------------------	--------------------------------------

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

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

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

Reviewed/Revised

July 2007	Jacqueline Rogers
-----------	-------------------

**INSTRUCTIONAL CREDENTIALING CRITERIA
ACADEMIC AND PROFESSIONAL PREPARATION**

Credentialing Parameters for Particular Disciplines

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

DISCIPLINE AREA	Philosophy (AA)
------------------------	------------------------

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

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

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

Reviewed/Revised

July 2004	Lourdes Rey
-----------	-------------

**INSTRUCTIONAL CREDENTIALING CRITERIA
ACADEMIC AND PROFESSIONAL PREPARATION**

Credentialing Parameters for Particular Disciplines

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

DISCIPLINE AREA	Photography (AA)
------------------------	-------------------------

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

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

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

Reviewed/Revised

July 2008	Lourdes Rey
-----------	-------------

**INSTRUCTIONAL CREDENTIALING CRITERIA
ACADEMIC AND PROFESSIONAL PREPARATION**

Credentialing Parameters for Particular Disciplines

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

DISCIPLINE AREA	Physical Science (AA)
------------------------	------------------------------

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

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

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

Reviewed/Revised

July 2010	Roger Ramsammy
-----------	----------------

**INSTRUCTIONAL CREDENTIALING CRITERIA
ACADEMIC AND PROFESSIONAL PREPARATION**

Credentialing Parameters for Particular Disciplines

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

DISCIPLINE AREA	Physics (AA)
------------------------	---------------------

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

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

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

Reviewed/Revised

July 2008	Roger Ramsammy
-----------	----------------

INSTRUCTIONAL CREDENTIALING CRITERIA
ACADEMIC AND PROFESSIONAL PREPARATION

Credentialing Parameters for Particular Disciplines

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

DISCIPLINE AREA	Pilot (Aeronautical Science) (AS/AAS, CCE)
------------------------	---

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

<p>AMT, ATF, ATT, ASC 1310</p>		<p>✓</p>	<p>Associate in Science degree in Aviation, Avionics, Aerospace or Aeronautics.</p> <p>AND</p> <p>Demonstrated competency in the teaching discipline.</p> <p>AND</p> <p>Federal Aviation Administration (FAA) Licensure appropriate to teaching area.</p>
<p>TIO (CCE)</p>		<p>✓</p>	<p>Specialized training and/or subject matter expertise, related work experience, and course delivery skills. Higher Education degrees are desirable, but not required. Specialized training or industry certifications, where applicable, are required.</p>

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

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

Reviewed/Revised

<p>July 2010</p>	<p>Salvatore Manuele</p>
------------------	--------------------------

**INSTRUCTIONAL CREDENTIALING CRITERIA
ACADEMIC AND PROFESSIONAL PREPARATION**

Credentialing Parameters for Particular Disciplines

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

DISCIPLINE AREA	Political Science (AA)
------------------------	-------------------------------

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

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

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

Reviewed/Revised

July 2004	Lourdes Rey
-----------	-------------

**INSTRUCTIONAL CREDENTIALING CRITERIA
ACADEMIC AND PROFESSIONAL PREPARATION**

Credentialing Parameters for Particular Disciplines

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

DISCIPLINE AREA	Practical Nursing (PSAV)
------------------------	---------------------------------

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

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

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

Reviewed/Revised

July 2010	Nancy Zinser
-----------	--------------

**INSTRUCTIONAL CREDENTIALING CRITERIA
ACADEMIC AND PROFESSIONAL PREPARATION**

Credentialing Parameters for Particular Disciplines

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

DISCIPLINE AREA	Psychology (AA)
------------------------	------------------------

Palm Beach State Course Prefix	CTC Status (Designed for Transfer)	CNC Status (Not designed for transfer)	Requirements
CLP, DEP, PSY, SOP	✓		Master’s degree in Psychology. OR 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 assigned course.

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

Reviewed/Revised

July 2008	Susan Caldwell
-----------	----------------

**INSTRUCTIONAL CREDENTIALING CRITERIA
ACADEMIC AND PROFESSIONAL PREPARATION**

Credentialing Parameters for Particular Disciplines

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

DISCIPLINE AREA	Radiography (AS, ATC, CCE)
------------------------	-----------------------------------

Palm Beach State Course Prefix	CTC Status (Designed for Transfer)	CNC Status (Not designed for transfer)	Requirements
RTE		✓	<p>Master’s degree in Radiography, Health Science, Science or Education.</p> <p>OR</p> <p>Master’s degree and 18 graduate semester hours in Radiography, Health Science, Science or Education.</p> <p>OR</p> <p>Bachelor’s degree in Radiography, and demonstrated competencies in the teaching discipline.</p> <p>OR</p> <p>Associate degree in Radiography and demonstrated competencies in the teaching discipline.</p> <p>AND</p> <p>Current State of Florida Licensure in Radiography, American Registry of Radiologic Technologists (ARRT) certification.</p>
RTO			Associate degree or higher in health related profession and expertise in content area.

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

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

Reviewed/Revised

July 2010	Jacqueline Rogers
-----------	-------------------

**INSTRUCTIONAL CREDENTIALING CRITERIA
ACADEMIC AND PROFESSIONAL PREPARATION**

Credentialing Parameters for Particular Disciplines

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

DISCIPLINE AREA	Reading (College Prep)
------------------------	-------------------------------

Palm Beach State Course Prefix	CTC Status (Designed for Transfer)	CNC Status (Not designed for transfer)	Requirements
REA 0001, REA 0002 (COLLEGE PREP)		✓	Bachelor’s degree in Reading, Elementary Education, English or Language Arts. OR Bachelor’s degree in any field and a minimum of 9 graduate semester hours in Reading, Elementary Education, English or Language Arts.

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

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

Reviewed/Revised

July 2008	Susan Bierster
-----------	----------------

**INSTRUCTIONAL CREDENTIALING CRITERIA
ACADEMIC AND PROFESSIONAL PREPARATION**

Credentialing Parameters for Particular Disciplines

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

DISCIPLINE AREA	Real Estate (PSAV, CCE)
------------------------	--------------------------------

Palm Beach State Course Prefix	CTC Status (Designed for Transfer)	CNC Status (Not designed for 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 (CCE)		✓	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 assigned course.

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

Reviewed/Revised

July 2008	Peggy Adams-King
-----------	------------------

**INSTRUCTIONAL CREDENTIALING CRITERIA
ACADEMIC AND PROFESSIONAL PREPARATION**

Credentialing Parameters for Particular Disciplines

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

DISCIPLINE AREA	Religion (AA)
------------------------	----------------------

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

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

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

Reviewed/Revised

July 2004	Lourdes Rey
-----------	-------------

**INSTRUCTIONAL CREDENTIALING CRITERIA
ACADEMIC AND PROFESSIONAL PREPARATION**

Credentialing Parameters for Particular Disciplines

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

DISCIPLINE AREA	Respiratory Care (AS)
------------------------	------------------------------

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

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

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

Reviewed/Revised

May 2005	Jacqueline Rogers
----------	-------------------

INSTRUCTIONAL CREDENTIALING CRITERIA
ACADEMIC AND PROFESSIONAL PREPARATION

Credentialing Parameters for Particular Disciplines

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

DISCIPLINE AREA	Sociology (AA)
------------------------	-----------------------

Palm Beach State Course Prefix	CTC Status (Designed for Transfer)	CNC Status (Non – Transfer)	Requirements
SYG	✔		Master’s degree in Sociology. OR Master’s degree and 18 graduate semester hours in Sociology. <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.</i>

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

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

Reviewed/Revised

July 2004	Susan Caldwell
-----------	----------------

INSTRUCTIONAL CREDENTIALING CRITERIA
ACADEMIC AND PROFESSIONAL PREPARATION

Credentialing Parameters for Particular Disciplines

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

DISCIPLINE AREA	Sonography (AS, CCC, ATC)
------------------------	----------------------------------

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

			<p>Master’s degree and 18 graduate semester hours in Radiology, Sonography, Health Science, Science or Education.</p> <p>OR</p> <p>Bachelor’s degree in Radiology, Sonography, Health Science or Health Care Education and demonstrated competencies in the teaching discipline.</p> <p>OR</p> <p>Associate in Science degree in Radiography or Sonography and demonstrated competencies in the teaching discipline.</p> <p>AND</p> <p>Hold current or eligible for national registry by the American Registry of Diagnostic Medical Sonographers (ARDMS) or Cardiovascular Credentialing International (CCI) – RCS or RVS or American Registry in Radiologic Technology (Sonography) ARRT(s).</p>
XRO (CCE)			<p>Associate in Science degree in Radiography or Sonography and demonstrated competencies in the teaching discipline.</p> <p>AND</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 assigned course.

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

Reviewed/Revised

July 2010	Jacqueline Rogers
-----------	-------------------

**INSTRUCTIONAL CREDENTIALING CRITERIA
ACADEMIC AND PROFESSIONAL PREPARATION**

Credentialing Parameters for Particular Disciplines

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

DISCIPLINE AREA	Speech (AA)
------------------------	--------------------

Palm Beach State Course Prefix	CTC Status (Designed for Transfer)	CNC Status (Not designed for transfer)	Requirements
ORI, SPC	✔		Master's degree in Speech or Communications. OR Master's degree and 18 graduate semester hours in Speech, Oratory, Communications or Speech-related Theater courses.

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

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

Reviewed/Revised

July 2008	Robert Gingras
-----------	----------------

INSTRUCTIONAL CREDENTIALING CRITERIA
ACADEMIC AND PROFESSIONAL PREPARATION

Credentialing Parameters for Particular Disciplines

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

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

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

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

Reviewed/Revised

July 2008	Susan Bierster
-----------	----------------

**INSTRUCTIONAL CREDENTIALING CRITERIA
ACADEMIC AND PROFESSIONAL PREPARATION**

Credentialing Parameters for Particular Disciplines

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

DISCIPLINE AREA	Sugar Technology (CCC, AS)
------------------------	-----------------------------------

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

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

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

Reviewed/Revised

July 2010	Barry Moore
-----------	-------------

**INSTRUCTIONAL CREDENTIALING CRITERIA
ACADEMIC AND PROFESSIONAL PREPARATION**

Credentialing Parameters for Particular Disciplines

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

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

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

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

Reviewed/Revised

July 2004	Jacqueline Rogers
-----------	-------------------

ACADEMIC AND PROFESSIONAL PREPARATION

Credentialing Parameters for Particular Disciplines

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

DISCIPLINE AREA	Sustainable Construction Technology (CCC,AS, CCE)
------------------------	--

Palm Beach State Course Prefix	CTC Status (Designed for Transfer)	CNC Status (Not designed for transfer)	Requirements
BCN, BCT, SUR, ETD, ETI		✓	Master's degree in Building Construction, Civil Engineering, Construction Management, Engineering Technology, or Architecture & Design. OR Master's degree and 18 graduate semester hours in Building Construction, Civil Engineering, Construction Management, Engineering Technology, or Architecture & Design. AND Related work experience. Knowledge of building construction software applications preferred.
TIO (CCE)		✓	Specialized training and/or subject matter expertise, related work experience and course delivery skills. Higher education degrees are desirable, but not required. Specialized training or industry certifications, where applicable, are required.

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

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

Reviewed/Revised

July 2010	Salvatore Manuele
-----------	-------------------

**INSTRUCTIONAL CREDENTIALING CRITERIA
ACADEMIC AND PROFESSIONAL PREPARATION**

Credentialing Parameters for Particular Disciplines

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

DISCIPLINE AREA	Teacher Certification Program (Institutional Credit)
------------------------	---

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

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

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

Reviewed/Revised

July 2010	Susan Caldwell
-----------	----------------

**INSTRUCTIONAL CREDENTIALING CRITERIA
ACADEMIC AND PROFESSIONAL PREPARATION**

Credentialing Parameters for Particular Disciplines

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

DISCIPLINE AREA	Theater (AA)
------------------------	---------------------

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

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

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

Reviewed/Revised

July 2008	Vernon Grant
-----------	--------------

**INSTRUCTIONAL CREDENTIALING CRITERIA
ACADEMIC AND PROFESSIONAL PREPARATION**

Credentialing Parameters for Particular Disciplines

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

DISCIPLINE AREA	Vocational Preparatory Instruction (PSAV)
------------------------	--

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

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

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

Reviewed/Revised

May 2005	Susan Bierster
----------	----------------

**INSTRUCTIONAL CREDENTIALING CRITERIA
ACADEMIC AND PROFESSIONAL PREPARATION**

Credentialing Parameters for Particular Disciplines

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

DISCIPLINE AREA	Welding Technology (PSAV, CCE)
------------------------	---------------------------------------

Palm Beach State Course Prefix	CTC Status (Designed for Transfer)	CNC Status (Not designed for transfer)	Requirements
PMT 0108-0201		✓	Specialized training in state-of-the-art welding technologies and industrial applications required; competence gained through industrial work experience. American Welding Society (AWS) certification preferred. Associate degree or higher desired; minimum academic preparation must be at the same level at which the instructor is teaching.
TIO (CCE)		✓	Specialized training and/or subject matter expertise, related work experience, and course delivery skills are required.
TIO 0127		✓	American Welding Society (AWS) certification required.

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

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

Reviewed/Revised

July 2007	Salvatore Manuele
-----------	-------------------

**INSTRUCTIONAL CREDENTIALING CRITERIA
ACADEMIC AND PROFESSIONAL PREPARATION**

Credentialing Parameters for Particular Disciplines

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

DISCIPLINE AREA	Information Management (BAS)
------------------------	-------------------------------------

Palm Beach State Course Prefix	CTC Status (Designed for Transfer)	CNC Status (Not designed for transfer)	Requirements
COP 3530, COP 4060, COP 4111, CNT 4403, CNT 4406, ISM 3113, ISM 3201, ISM 3314, ISM 4207, ISM 4212, ISM 4211, ISM 4223, ISM 4320, ISM 4323, ISM 4324, ISM 4117, ISM 4915	✓		Doctoral degree in Computer Science, Computer Engineering, Management Information Systems, or Information Technology. OR Master’s Degree in Computer Science, Computer Engineering, Management Information Systems, or Information Technology. OR Master’s Degree and 18 graduate semester hours in Computer Science, Computer Engineering, Management Information Systems, or Information Technology.

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

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

Reviewed/Revised

July 2010	Sharon Sass
-----------	-------------

INSTRUCTIONAL CREDENTIALING CRITERIA
ACADEMIC AND PROFESSIONAL PREPARATION

Credentialing Parameters for Particular Disciplines

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

DISCIPLINE AREA		Supervision & Management (BAS)	
Palm Beach State Course Prefix	CTC Status (Designed for Transfer)	CNC Status (Not designed for transfer)	Requirements
BUL 3130	✓		Juris Doctorate.
DSC 3079, DSC 4034, DSC 4710	✓		<p>Doctoral degree in Criminal Justice, Public Safety, Public Administration, Public Policy & Administration, or Emergency Management.</p> <p>OR</p> <p>Master's degree in Criminal Justice, Public Safety, Public Administration, Public Policy & Administration, or Emergency Management.</p> <p>OR</p> <p>Master's degree and 18 graduate semester hours in Criminal Justice, Public Safety, Public Administration, Public Policy & Administration or Emergency Management.</p>
FIN 3400	✓		<p>Doctoral degree in Finance.</p> <p>OR</p> <p>Master's degree in Finance.</p> <p>OR</p>

			Master's degree and 18 graduate semester hours in Finance.
GEB 3213	▼		<p>Doctoral degree in English, Literature or Linguistics (If Linguistics, courses must have composition and grammar content).</p> <p>OR</p> <p>Master's degree in English, Literature or Linguistics (If Linguistics, courses must have composition and grammar content).</p> <p>OR</p> <p>Master's degree and 18 graduate semester hours in English, Literature or Linguistics (If Linguistics, courses must have composition and grammar content).</p>
GEB 3375, GEB 4113, GEB 4891, GEB 4935	▼		<p>Doctoral degree in Business Administration or Management.</p> <p>OR</p> <p>Master's degree in Business Administration or Management.</p> <p>OR</p> <p>Master's degree and 18 graduate semester hours in Business Administration or Management.</p>
HSA 3160	▼		<p>Doctoral degree in Health Administration, Health Services, Marketing, or Public Health.</p> <p>OR</p> <p>Master's degree in Health Administration, Health Services, Marketing or Public Health.</p> <p>OR</p> <p>Master's degree and 18 graduate</p>

			semester hours in Health Administration, Health Services, Marketing or Public Health.
HSA 3110, HSA 4109, HSA 4421, HSA 4553, HSA 4938, HSC 4500	✓		<p>Doctoral degree in Health Administration, Health Services or Public Health.</p> <p>OR</p> <p>Master’s degree in Health Administration, Health Services or Public Health.</p> <p>OR</p> <p>Master’s degree and 18 graduate semester hours in Health Administration, Health Services or Public Health.</p>
ISM 4011	✓		<p>Doctoral degree in Business Administration, Management, or Computer Information Systems.</p> <p>OR</p> <p>Master’s degree in Business Administration, Management, or Computer Information Systems.</p> <p>OR</p> <p>Master’s degree and 18 graduate semester hours in Business Administration, Management or Computer Information Systems.</p>
MAN 3025, MAN 3240, MAN 3301, MAN 4120, MAN 4162, MAN 4401, MAN 4504	✓		<p>Doctoral degree in Human Resource Management, Management, or Organizational Management.</p> <p>OR</p> <p>Master’s degree in Human Resource Management, Management, or Organizational Management.</p> <p>OR</p>

			Master’s degree and 18 graduate semester hours in Human Resource Management, Management, or Organizational Management.
MAR 4802	▼		<p>Doctoral degree in Marketing.</p> <p>OR</p> <p>Master’s degree in Marketing.</p> <p>OR</p> <p>Master’s degree and 18 graduate semester hours in Marketing.</p>
PAD 4604	▼		<p>Doctoral degree in Public Safety, Public Administration, or Public Policy & Administration.</p> <p>OR</p> <p>Law degree.</p> <p>OR</p> <p>Master’s degree in Public Safety, Public Administration, or Public Policy & Administration.</p> <p>OR</p> <p>Master’s degree and 18 graduate semester hours in Public Safety, Public Administration, or Public Policy & Administration.</p>
PAD 4393, PAD 4426, PAD 4442	▼		<p>Doctoral degree in Public Safety, Public Administration, or Public Policy & Administration.</p> <p>OR</p> <p>Master’s degree in Public Safety, Public Administration, or Public Policy & Administration.</p> <p>OR</p> <p>Master’s degree and 18 graduate semester hours in Public Safety, Public</p>

			Administration, or Public Policy & Administration.
--	--	--	--

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

Reviewed/Revised:

July 2009	Magdala Ray
-----------	-------------

**Appendix A – Forms
Apprenticeship Instructor Approval Letter**

**PSAV REGISTERED APPRENTICESHIP PROGRAM
INSTRUCTOR CREDENTIALING STATEMENT**

To: Academic Deans' Council

Re: Instructor _____
Registered Apprenticeship Program: _____

Date: _____

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

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

Authorized by: _____
Committee Chairperson, Registered Apprenticeship Program

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

Faculty Roster

Date:			Requestor:	
Faculty Name:	Employee #		Dept:	
Approved	*Academic Dean's Council Date:	<input type="checkbox"/> New <input type="checkbox"/> Existing Faculty		<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time
*If Academic Dean's Council not required, date of revision approval:				
EXCEPTION	Exception/Justification Form		Date Exception Approved:	
Academic Services Update to PantherNet: Date:				

Credit and Prep			Credit, Prep, PSAV, CWE		PSAV, CWE, AVOC ONLY		Credit, Prep, PSAV, CWE, AVOC	
1	2	3	4	5				
Degree(s) used for credentialing. <small>(If international institution, attach foreign transcript evaluation from approved evaluator).</small>	List (prefix and number) 18 Graduate Semester Hours in Discipline which meet credentialing criteria.	For Health Accreditation or other credentialing requirements: Current Licensure with expiration date.	Degrees, coursework, work experience in-field, certifications, licensure, other (with expiration date).	Proposed courses to be taught.				
	Course Prefix, Title and Number	Sem Hrs	License	Expires	Description of Credential	Expires (if applicable)	Course Number	Course Title
Degree: Major: Date Awarded: Institution: Accreditation:	University: Course: TOTAL GSH						NEW:	
Degree: Major: Date Awarded: Institution: Accreditation:	University: Course: TOTAL GSH						CURRENT:	
	University: Course: TOTAL GSH						DELETE:	

Revised 11/05

Justification for Exception to Credentialing Criteria Form

Palm Beach State College
Academic Affairs

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

SACS Criteria for Accreditation

3.7.1 Faculty

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

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

Faculty Member's Name: _____

Proposed Course: _____

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

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

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

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

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

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

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

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

APPROVALS & ENDORSEMENTS FOR GRANTING THIS EXCEPTION

VPAA: _____

Date: _____

Appendix B**Mathematics Courses – Nova Southeastern University**

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

MAT 505 Geometry for Mathematics Teachers (3 Cr)

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

MAT 512 Pre-Algebra and Elementary Number Theory (3 Cr)

This course is designed to present and explore the essential skills of arithmetic as they apply to algebra. Topics of modular arithmetic, modular equation set, group. Field, bar code and code breaking will be introduced.

MAT 591 Calculus for Teachers I (3 Cr)

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

MAT 592 Calculus for Teachers II (3 Cr)

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

MAT 681 Linear and Abstract Algebra for Teachers (3 Cr)

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

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

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

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

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