pbcc
Palm Beach Community College

PALM BEACH COMMUNITY COLLEGE

Academic Affairs

2004-05 Instructional Credentialing Criteria

Palm Beach Community College

2004-05 Instructional Credentialing Criteria

www.pbcc.edu

An Equal Opportunity Institution

Palm Beach Community College is accredited by the
Commission on Colleges of the Southern Association of
Colleges and Schools (1866 Southern Lane, Decatur,
Georgia 30033-4097 Telephone: 404-679-4501) to award the
associate in arts and associate in science degrees.

pbcc
Palm Beach Community College

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Introduction

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

To ensure the highest quality teaching faculty, the college's standard for all credit classes is that full-time and adjunct faculty must possess a master's degree. There are exceptions in some disciplines, but all such exceptions must be approved through the Academic Dean's Council and the Vice President of Academic Affairs. 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 website at http://www.chea.org.

Faculty

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

Credentialing Guidelines

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

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

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

d. Faculty teaching **college preparatory courses** must have a baccalaureate degree in a discipline related to the teaching assignment, and have either teaching experience in a discipline related to their assignment or graduate training in developmental education.

e. Faculty teaching **noncredit occupational and non-degree diploma courses (PSAV and CWE)**: college degree and/or specialized training/industry certifications; competence gained through work experience; minimum academic preparation must be at the same level at which the instructor is teaching.

f. The **Academic Dean's Council reserves the right** to review individual courses for competencies.

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

<u>Faculty Hiring Process</u>

1. <u>**Full-Time Faculty**</u> – Refer to the procedures and guidelines established by Human Resources in the Selection and Recruitment Manual, and on-line at <u>http://www.pbcc.edu/hr/employees/forms_all.asp</u>.

2. <u>**Adjunct Faculty**</u> – 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.

<u>Credentialing Process</u>

<u>Step 1 – Potential Instructor formally applies to PBCC</u>
All potential instructors should formally apply to the college to ensure eligibility to work in the United States.

<u>Step 2 - Prepare the Faculty Roster</u>
For Credit, College Preparatory and PSAV Faculty - All faculty who teach Credit, College Preparatory and PSAV courses must have a Dean and/or Associate Dean submit a completed *Faculty Roster* form along with a copy of the applicant's transcript and any relevant certifications, licenses, and verified work experience (if applicable based on credentialing criteria.

When reviewing graduate transcripts that include both semester and quarter hours, each graduate course in the discipline should be listed on the *Faculty Roster* form, with the appropriate placement of graduate semester hours in the credit hour column, using the conversion formula below. For individuals whose graduate transcript shows all quarter hours, a minimum of 27 graduate quarter hours is required for credentialing. Conversion of all credit hours should be made to semester hours when both types of credit have been taken.

Formulae: 1 quarter hour = .667 semester hours   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 CWE and other noncredit Faculty:
All faculty who teach CWE and other noncredit courses (avocational and lifelong learning) must have the appropriate Dean and/or Associate Dean approve the completed *Faculty Roster* form, which must include a copy of the applicant's transcript and any relevant certifications and/or licensures.

Step 3 – Dean's Council Review – An Academic Dean will present the application at the next Academic Dean's Council meeting for review, or through email voting* review of the application form. If the review is requested via email, a unanimous "approve" vote must be recorded; if the "approve" vote is not unanimous, the credential must be reviewed during a regularly scheduled Academic Dean's Council meeting. All applicants with foreign credentials must be evaluated by one of the PBCC approved transcript evaluation and translation services on the following web page: http://www.pbcc.edu/acsv/credentials.asp.

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

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

Exceptions to stated faculty credentials occur in two cases:

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

In these cases, the Dean and/or Associate Dean must provide documentation as to how the faculty member's experience and/or education allows him/her to teach the objectives in the course, using the *Justification and Exceptions form*, located in the forms section of the manual and on-line at: http://www.pbcc.edu/cia/alc/justification.doc.

Step 4 - Loading Faculty Credentials on the PantherNet System - After the credential has been approved by the Academic Dean's Council for Credit/Preparatory/PSAV, or by a Dean or Associate Dean for CWE/avocational, a copy of the form will be emailed to the Academic Services office (credential@pbcc.edu) along with the email voting results if applicable. The faculty member will then be loaded onto the PantherNet system by Academic Services (provided that the person has been loaded as an applicant/employee by Human Resources).

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

Faculty Roster

All faculty will be credentialed using the *Faculty Roster* form available on the following web link http://www.pbcc.edu/cia/alc/faculty_roster.doc. An example of the form is located in the forms section of this manual. All existing credentialing forms will be converted to an on-line database during the 2004-2005 Academic Year. All forms and this manual are available at http://www.pbcc.edu/acsv/credential_process.asp.

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

Discipline FAQ's

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

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

3. *Are guidance counselors eligible to teach psychology?*
   A Master's degree with 18 graduate semester hours in the specific discipline of psychology is required to teach this subject. Graduate coursework in counseling does not apply.

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

General FAQ's

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

2. *I'm just updating an existing instructor for an additional course – do I still need approval from the Dean's Council?*
   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 Dean's Council review or 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 file a Personal Action Form (PAF) with Human Resources. If things happen out of sequence, delays will occur. For example, if you have someone's credentials approved BEFORE they have

applied to HR, there is no way that the person's credentials can be loaded onto PantherNet because they do not exist in the system. Academic Services personnel then have to check daily to see when the person is loaded as an applicant or employee and add the credentials.
Steps:
1. **Potential instructor should apply to HR**
2. **Review of faculty credentials – Academic Services adds to PantherNet if approved**
3. **Add person to class as instructor**
4. **File PAF form with HR**

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 Dean's Council review is to gain input from colleagues on a person's credentials to teach given our written criteria. Our goal is to use the credentialing manual as written for the 2004-05 year. If refinements are needed, they can be incorporated into next year's manual.

5. *Does Academic Services perform a "final check" against the credentialing manual, and keep files for the submitted faculty rosters?*
No, Academic Services personnel do not re-check any credentialing eligibility – we add or update the credential and add a note to the electronic file as to the date added. We do not keep or file any faculty rosters.

Abbreviations/Definitions used on the Credentialing Parameter Pages
CTC – Credentialed for Transfer Curriculum   **CNC** – Credentialed for Non-Transfer Curriculum

INSTRUCTIONAL CREDENTIALING CRITERIA
ACADEMIC AND PROFESSIONAL PREPARATION

Credentialing Parameters for Particular Disciplines

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

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

PBCC Course Prefix	CTC Status (Transfer)	CNC Status (Non-Transfer)	Requirements
ACG 2022, ACG 2071	✔		Master's degree in Accounting. **OR** Master's degree and 18 graduate semester hours in Accounting.
ACG 2100, ACG 2360, ACG 2450, ACO 2661, APA 1111, APA 1121, APA 2172, TAX 2000, TAX 2010		✔	Master's degree in Accounting. **OR** Master's degree and 18 graduate semester hours in Accounting.
ACO 0101-0949		✔	Bachelor's or Associate in Science degree in any field; competence gained through work experience in-field.

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

Reviewed/Revised

July 2004	Peggy Adams-King

INSTRUCTIONAL CREDENTIALING 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)

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

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

Reviewed/Revised

July 2004	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 (CWE)

PBCC Course Prefix	CTC Status (Transfer)	CNC Status (Non-Transfer)	Requirements
HPO 0047, HPO 0053, HPO 0054, HPO 0055, HPO 0056		✔	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 course.

Reviewed/Revised

July 2004	Richard Holcomb

INSTRUCTIONAL CREDENTIALING CRITERIA
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Credentialing Parameters for Particular Disciplines

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

DISCIPLINE AREA	Anthropology (AA)

PBCC Course Prefix	CTC Status (Transfer)	CNC Status (Non-Transfer)	Requirements
ANT 2000	✔		Master's degree in Anthropology. **OR** Master's degree and 18 graduate semester hours in Anthropology. *Applicant must be capable of teaching both cultural and physical anthropology.*

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

Reviewed/Revised

July 2004	N. Okolie Uwadibie

INSTRUCTIONAL CREDENTIALING 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)		

PBCC Course Prefix	CTC Status (Transfer)	CNC Status (Non-Transfer)	Requirements
BCA, BCV, PMT		✔	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 be placed on the instructors' file.

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

Reviewed/Revised

July 2004	Salvatore Manuele

INSTRUCTIONAL CREDENTIALING CRITERIA
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Credentialing Parameters for Particular Disciplines

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

DISCIPLINE AREA	Architecture (AA)

PBCC Course Prefix	CTC Status (Transfer)	CNC Status (Non-Transfer)	Requirements
ARC, TAR	✔		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 course.

Reviewed/Revised

July 2004	Stafford Mooney

INSTRUCTIONAL CREDENTIALING CRITERIA
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Credentialing Parameters for Particular Disciplines

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

DISCIPLINE AREA	Art (AA)

PBCC Course Prefix	CTC Status (Transfer)	CNC Status (Non-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. *Coursework within the degree must reflect competencies in the courses to be taught.* *In exceptional cases, outstanding professional experience and demonstrated contributions to the teaching discipline may be presented in lieu of formal academic preparation.*

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

Reviewed/Revised

July 2004	Richard Holcomb

INSTRUCTIONAL CREDENTIALING CRITERIA
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Credentialing Parameters for Particular Disciplines

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

DISCIPLINE AREA	Astronomy (AA)

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

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

Reviewed/Revised

July 2004	Patrick Haney

**INSTRUCTIONAL CREDENTIALING CRITERIA
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Credentialing Parameters for Particular Disciplines

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

DISCIPLINE AREA	Automotive Services (PSAV)

PBCC Course Prefix	CTC Status (Transfer)	CNC Status (Non-Transfer)	Requirements
AER, ARR		✔	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.

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

Reviewed/Revised

July 2004	Salvatore Manuele

INSTRUCTIONAL CREDENTIALING CRITERIA
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Credentialing Parameters for Particular Disciplines

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

DISCIPLINE AREA	Biology (AA)

PBCC Course Prefix	CTC Status (Transfer)	CNC Status (Non-Transfer)	Requirements
BSC, MCB	✔		Master's degree in Biology, Botany, Microbiology or Zoology. **OR** Master's degree and 18 graduate semester hours in Anatomy and Physiology, Biology, Botany Microbiology or Zoology. *Coursework within the degree must reflect competencies in the courses to be taught.*

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

Reviewed/Revised

July 2004	Patrick Haney

INSTRUCTIONAL CREDENTIALING CRITERIA
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Credentialing Parameters for Particular Disciplines

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

DISCIPLINE AREA	Building Construction Technology (AS/AAS)

PBCC Course Prefix	CTC Status (Transfer)	CNC Status (Non-Transfer)	Requirements
BCN, BCT		✔	Master's degree in Building Construction. **OR** Master's degree and 18 graduate semester hours in Building Construction. **OR** Bachelor's degree in Building Construction and demonstrated competencies in the teaching discipline.
SUR		✔	Master's degree in Civil/Surveying Engineering. **OR** Master's degree and 18 graduate semester hours in Civil/Surveying Engineering. **OR** Bachelor's degree in Civil/Surveying Engineering, and demonstrated competencies in the teaching discipline.

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

Reviewed/Revised

July 2004	Salvatore Manuele

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

DISCIPLINE AREA	Business Administration & Management (AA, AAS)

PBCC Course Prefix	CTC Status (Transfer)	CNC Status (Non-Transfer)	Requirements
BUL	✔		Law Degree (JD).
GEB 1011	✔		Master's degree in Business Administration, Finance, Business, Marketing or Management. **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, Other MAR, 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.

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

Reviewed/Revised

July 2004	**Peggy Adams-King**

INSTRUCTIONAL CREDENTIALING CRITERIA
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Credentialing Parameters for Particular Disciplines

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

DISCIPLINE AREA	Chemistry (AA)

PBCC Course Prefix	CTC Status (Transfer)	CNC Status (Non-Transfer)	Requirements
CHM	✔		Master's degree in Chemistry. **OR** Master's degree and 18 graduate semester hours in Chemistry.

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

Reviewed/Revised

July 2004	Patrick Haney

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

DISCIPLINE AREA	Commercial Vehicle Driving (PSAV)

PBCC Course Prefix	CTC Status (Transfer)	CNC Status (Non-Transfer)	Requirements
CDO		✔	Specialized training/industry certifications (CDL Tractor-Trailer A/B permit 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.

Reviewed/Revised

July 2004	Salvatore Manuele

**INSTRUCTIONAL CREDENTIALING CRITERIA
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Credentialing Parameters for Particular Disciplines

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

DISCIPLINE AREA	Computer Information Systems (AA, AS, AAS, PSAV)

PBCC Course Prefix	CTC Status (Transfer)	CNC Status (Non-Transfer)	Requirements
CGS 1570, CGS 2555, COP	✔		Master's degree in Computer Science, Computer Information Systems, Computer-Based Information Systems (e.g., management, decision), Computer Engineering or Information Technology. **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, CET, Other CGS, CIS		✔	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. **OR** Bachelor's degree in Computer Science, Computer Information Systems, Computer-Based Information Systems (e.g., management, decision), Computer Engineering or Information Technology, and demonstrated competencies in the teaching discipline.
CGS 0003, CGS 0100, CGS 0103, CGS 0251, CGS 0949		✔	Specialized training/industry certifications in Computer Science, competence gained through work experience; minimum academic preparation must be at the same level at which the instructor is teaching.
CGS 0250		✔	A+ certification required; minimum academic preparation must be at the same level at which the instructor is teaching.

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

Reviewed/Revised

July 2004	**Peggy Adams-King**

INSTRUCTIONAL CREDENTIALING CRITERIA
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Credentialing Parameters for Particular Disciplines

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

DISCIPLINE AREA	Cosmetology/Facials/Nails (PSAV)

PBCC Course Prefix	CTC Status (Transfer)	CNC Status (Non-Transfer)	Requirements
COS, CSP		✔	Specialized training/industry certifications (Current State of Florida Cosmetology License required), competence gained through work experience. Associate degree or higher desired; minimum academic preparation must be at the same level at which the instructor is teaching.

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

Reviewed/Revised

July 2004	Salvatore Manuele

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

DISCIPLINE AREA	Crime Scene Technology (AS)

PBCC Course Prefix	CTC Status (Transfer)	CNC Status (Non-Transfer)	Requirements
CJB 1711, CJB 1712, CJB 1721, CJB 1722, CJB 2703, CJB 2713, CJB 2735, CJB 2736, CJB 2748		✔	Master's degree in Criminal Justice or Forensic Science and professional certifications from the F.B.I. or other professional organizations relating to Forensic Science/Criminal Investigation. **OR** Master's degree and 18 graduate semester hours in Criminal Justice, Forensic Science and professional certifications from the F.B.I., or other professional organizations relating to Forensic Science/Criminal Investigation. **OR** Bachelor's degree in Criminal Justice or Forensic Science and professional certifications from the F.B.I or other professional organizations relating to Forensic Science/Criminal Investigation, and demonstrated competencies in the teaching discipline.

| CJB2704 | | ✔ | Master's degree in Criminal Justice or Forensic Science and professional certifications from the F.B.I. or other professional organizations relating to Forensic Science/Criminal Investigation.

OR

Master's degree and 18 graduate semester hours in Criminal Justice, Forensic Science and professional certifications from the F.B.I., or other professional organizations relating to Forensic Science/Criminal Investigation.

OR

Bachelor's degree in Criminal Justice or Forensic Science and professional certifications from the F.B.I or other professional organizations relating to Forensic Science/Criminal Investigation, and demonstrated competencies in the teaching discipline.

OR

J.D. degree with practical experience in a prosecutor or public defender office. |

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

Reviewed/Revised

| **July 2004** | **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	Criminal Justice Institute (AS, PSAV, CWE)

PBCC Course Prefix	CTC Status (Transfer)	CNC Status (Non-Transfer)	Requirements
CJD, CJK, CJT		✔	Current CJSTC-FDLE Instructor's certificate in specialization area, as specified in FAC 11b-20. Minimum academic degree must be at the same level at which the faculty member is teaching.
POO (CWE level courses)		✔	Current CJSTC-FDLE Instructor's certificate in specialization area, as specified in FAC 11B-20.

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

Reviewed/Revised

July 2004	Ginger Pedersen

INSTRUCTIONAL CREDENTIALING CRITERIA
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Credentialing Parameters for Particular Disciplines

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

DISCIPLINE AREA	Criminal Justice Transfer (AA)

PBCC Course Prefix	CTC Status (Transfer)	CNC Status (Non-Transfer)	Requirements
CCJ, CJC, CJE	✔		Master's degree in Criminal Justice. OR Master's degree and 18 graduate semester hours in Criminal Justice.
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 course.

Reviewed/Revised

July 2004	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	Dance (AA)

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

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

Reviewed/Revised

July 2004	Richard Holcomb

INSTRUCTIONAL CREDENTIALING 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)

PBCC Course Prefix	CTC Status (Transfer)	CNC Status (Non-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 course.

Reviewed/Revised

July 2004	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	Dietetics (AS)

PBCC Course Prefix	CTC Status (Transfer)	CNC Status (Non-Transfer)	Requirements
DIE		✔	Master's degree in Dietetics or Nutrition; current American Dietetic Association Registry, Registered Dietician (RD) or Dietetic Technician Registered (DTR) required. **OR** Master's degree and 18 graduate semester hours in Dietetics or Nutrition; current American Dietetic Association Registry, Registered Dietician (RD) or Dietetic Technician Registered (DTR) required. **OR** Bachelor's degree in Dietetics or Nutrition, current American Dietetic Association Registry, Registered Dietician (RD) or Dietetic Technician Registered (DTR) required and demonstrated competencies in the teaching discipline.

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

Reviewed/Revised

July 2004	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	Dental Hygiene (AS) Dental Assisting (PSAV)

PBCC Course Prefix	CTC Status (Transfer)	CNC Status (Non-Transfer)	Requirements
DEH, DES		✔	Bachelor's degree (or Bachelor's degree in progress*) in health related discipline and current Florida Dental Hygiene or Dentistry License.
DEA		✔	Bachelor's degree (or Bachelor's degree in progress*) in health related field and work experience in Dental Assisting.

* Bachelor's degree must be completed within three years of employment.

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

Reviewed/Revised

July 2004	Patrick Haney

INSTRUCTIONAL CREDENTIALING 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	Drafting and Design Technology (AS/AAS) Drafting (PSAV)

PBCC Course Prefix	CTC Status (Transfer)	CNC Status (Non-Transfer)	Requirements
ETD (credit)		✔	Master's degree in Drafting and Design Technology. **OR** Master's degree and 18 graduate semester hours in Drafting and Design Technology. **OR** Bachelor's degree in Drafting and Design Technology and demonstrated competencies in the teaching discipline.
ETD 0071-0702		✔	Specialized training/industry certifications in Drafting required, competence gained through work experience. Associate degree or higher desired; minimum academic preparation must be at the same level at which the instructor is teaching.

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

Reviewed/Revised

July 2004	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)

PBCC Course Prefix	CTC Status (Transfer)	CNC Status (Non-Transfer)	Requirements
CHD, EDG 1311, EDG 1312, EEC		✔	Master's degree in Education. **OR** Master's degree and 18 graduate semester hours in Education. *Coursework within the degree must reflect competencies in the courses to be taught.*
HEV 0106		✔	Bachelor's degree in any field and CPR provider certificate, two years experience as a paramedic or other medical professional.
HEV 0150, HEV 0151, HEV 0152, HEV 0160		✔	Bachelor's degree or higher with six college credits in Early Childhood Development or Child Growth & Development. Minimum of two years fulltime experience in the child care field, or teaching certificate. *Exception*: Faculty who do not meet the six college credit hours in Early Childhood Development or Child Growth & Development must have the required two years of fulltime experience in the child care field.

HEV 0026, HEV 0102, HEV 0109, HEV 0111, HEV 0112		✔	Bachelor's degree or higher with six college credits in Early Childhood Development or Child Growth & Development. Minimum of two years fulltime experience in the child care field, or teaching certificate. Applicable DCF certificate(s) for mandated training.

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

Reviewed/Revised

July 2004	**Judy Gummere**

INSTRUCTIONAL CREDENTIALING 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)

PBCC Course Prefix	CTC Status (Transfer)	CNC Status (Non-Transfer)	Requirements
ECO	✔		Master's degree in Economics. **OR** Master's degree and 18 graduate semester hours in Economics. *Coursework within the degree must reflect competencies in the courses to be taught.*

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

Reviewed/Revised

July 2004	N. Okolie Uwadibie

INSTRUCTIONAL CREDENTIALING 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)

PBCC Course Prefix	CTC Status (Transfer)	CNC Status (Non-Transfer)	Requirements
EDF, EDG, EDP, EME (All EDG except EDG 1311 and EDG 1312)	✔		Master's degree in Education. **OR** Master's degree and 18 graduate semester hours in Education. *Coursework within the degree must reflect competencies in the courses to be taught.*

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

Reviewed/Revised

July 2004	Edward Willey

INSTRUCTIONAL CREDENTIALING 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	Electronics Engineering Technology (AAS) Electronic Technology (PSAV)

PBCC Course Prefix	CTC Status (Transfer)	CNC Status (Non-Transfer)	Requirements
EET, ETI		✔	Master's degree in Electronics Engineering. **OR** Master's degree and 18 graduate semester hours in Electronics Engineering. **OR** Bachelor's degree in Electronics Engineering and demonstrated competencies in the teaching discipline.
EEV 0793-0855		✔	Specialized training/industry certifications in Electronics Technology required, competence gained through work experience. Associate degree or higher desired; minimum academic preparation must be at the same level at which the instructor is teaching.

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

Reviewed/Revised

July 2004	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	Emergency Medical Services/Paramedic/EMT (ATD, CCC, AS)

PBCC Course Prefix	CTC Status (Transfer)	CNC Status (Non-Transfer)	Requirements
EMS		✔	Associate's degree in any field AND Current State of Florida Paramedic certification; current Advanced Cardiac Life Support (ACLS) certification; demonstrated competencies in the teaching discipline.

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

Reviewed/Revised

July 2004	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	Engineering (AA)

PBCC Course Prefix	CTC Status (Transfer)	CNC Status (Non-Transfer)	Requirements
EGN, EGS	✔		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 course.

Reviewed/Revised

July 2004	Magdala Ray

INSTRUCTIONAL CREDENTIALING 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)

PBCC Course Prefix	CTC Status (Transfer)	CNC Status (Non-Transfer)	Requirements
AML, CRW, ENL, LIT	✔		Master's degree in English or Literature. **OR** Master's degree and 18 graduate semester hours in English or Literature. *Coursework within the degree must reflect competencies in the courses to be taught.*
ENC 1101, ENC 1102, ENC 1104, ENC 1121, ENC 1122, ENC 1131, ENC 1141	✔		Master's degree in English, Literature or Linguistics (If Linguistics, courses must have composition and grammar content). **OR** Master's degree and 18 graduate semester hours in English, Literature or Linguistics (If Linguistics, courses must have composition and grammar content). *Coursework within the degree must reflect competencies in the courses to be taught.*

| ENC1151 | | ✔ | Master's degree in English, Literature, or Language Arts. **OR** Master's degree and 18 graduate semester hours in English, Literature, or Language Arts. **OR** Bachelor's degree in English, Literature, or Language Arts and demonstrated competencies in the teaching discipline. |
| ENC (COLLEGE PREP) | | ✔ | Bachelor's degree in English or Communications and have either teaching experience in a discipline related to their assignment or graduate training in developmental education. |

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

Reviewed/Revised

| **July 2004** | **Bonnie Finsley-Satterfield** |

INSTRUCTIONAL CREDENTIALING 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 (CWE)

PBCC Course Prefix	CTC Status (Transfer)	CNC Status (Non-Transfer)	Requirements
BEO		✔	Bachelor's degree in (Applied) Linguistics, Bilingual Education, Multicultural Studies, English, Communications, or Foreign Language and have either teaching experience in a discipline related to their assignment or graduate training in TESOL (Teaching English to Speakers of Other Languages).

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

Reviewed/Revised

July 2004	Richard Holcomb

INSTRUCTIONAL CREDENTIALING 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)

PBCC Course Prefix	CTC Status (Transfer)	CNC Status (Non-Transfer)	Requirements
EAP (COLLEGE PREP)		✔	Bachelor's degree in (Applied) Linguistics, Bilingual Education, Multicultural Studies, English, Communications, or Foreign Language and have either teaching experience in a discipline related to their assignment or Graduate training in TESOL (Teachers of English to Speakers of Other Languages).

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

Reviewed/Revised

July 2004	Richard Holcomb

INSTRUCTIONAL CREDENTIALING 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 Horticulture Technology (AS)

PBCC Course Prefix	CTC Status (Transfer)	CNC Status (Non-Transfer)	Requirements
GCO, IPM, ORH, PLS, PMA, SOS		✔	Master's degree in Horticulture, Botany, or Agriculture/Agriscience. **OR** Master's degree and 18 graduate semester hours in Horticulture, Botany, or Agriculture/Agriscience. **OR** Bachelor's degree in Horticulture, Botany, or Agriculture/Agriscience and demonstrated competencies in the teaching discipline.

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

Reviewed/Revised

July 2004	Philip Rivera

INSTRUCTIONAL CREDENTIALING 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)

PBCC Course Prefix	CTC Status (Transfer)	CNC Status (Non-Transfer)	Requirements
EVR, EVS, PCB 2350C		✔	Master's degree in Environmental Science, Biology, Botany, Water Management, or Agriculture/Agriscience **OR** Master's degree and 18 graduate semester hours in Environmental Science, Botany, Biology, Water Management, or Agriculture/Agriscience. **OR** Bachelor's degree in Environmental Science, Biology, Botany, Water Management, or Agriculture/Agriscience and demonstrated competencies in the teaching discipline.

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

Reviewed/Revised

July 2004	Patrick Haney

INSTRUCTIONAL CREDENTIALING 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) (CWE) Fire Recruit (PSAV)

PBCC Course Prefix	CTC Status (Transfer)	CNC Status (Non – Transfer)	Requirements
FFP		✔	Bachelor's or Associate degree in Fire Science Technology and State of Florida Level II Fire Instructor Certification.
FFP 0020		✔	Specialized training/industry certifications (current State of Florida Level I Fire Instructor certification required), competence gained through work experience. Associate degree or higher desired; minimum academic preparation must be at the same level at which the instructor is teaching.
FFO (CWE Fire Courses)		✔	Specialized training/industry certifications (current State of Florida Level I Fire Instructor required), competence gained through work experience. Associate degree or higher desired; minimum academic preparation must be at the same level at which the instructor is teaching

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

Reviewed /Revised

July 2004	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	Foreign Language (AA)

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

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

Reviewed/Revised

July 2004	Allen Witt

INSTRUCTIONAL CREDENTIALING 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)

PBCC Course Prefix	CTC Status (Transfer)	CNC Status (Non-Transfer)	Requirements
GEO	✔		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 course.

Reviewed/Revised

July 2004	Stafford Mooney

INSTRUCTIONAL CREDENTIALING 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)

PBCC Course Prefix	CTC Status (Transfer)	CNC Status (Non-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. *Coursework within the degree must reflect competencies in the courses to be taught.*

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

Reviewed/Revised

July 2004	Patrick Haney

INSTRUCTIONAL CREDENTIALING 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) Commercial Art (PSAV)		

PBCC Course Prefix	CTC Status (Transfer)	CNC Status (Non-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		✔	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.

GRA 0010- GRA 0089		✔	Specialized training/industry certifications in Graphic Design, competence gained through work experience. Associate degree or higher desired; minimum academic preparation must be at the same level at which the instructor is teaching.

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

Reviewed/Revised

July 2004	**Richard Holcomb**

INSTRUCTIONAL CREDENTIALING 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)	

PBCC Course Prefix	CTC Status (Transfer)	CNC Status (Non-Transfer)	Requirements
HLP, HSC 1593, HSC 2100, HSC 2133, HSC 2140, HSC 2204, HSC 2531	✔		Master's degree in Health Education/Health Science. **OR** Master's degree and 18 graduate semester hours in Health Education/Health Science.
HSC 1000, HSC 1000L, HSC 1010, HSC 1400, MTB 0372		✔	Master's degree in Health Science/Allied Health. **OR** Master's degree and 18 graduate semester hours in Health Science/Allied Health. **OR** Bachelor's degree in Health Science/Allied Health, and demonstrated competencies in the teaching discipline.
HSC 0003, HSC 0530		✔	Specialized training/industry certifications in Health Science/Allied Health, Registered Nurse, competence gained through work experience. Associate degree or higher desired; minimum academic preparation must

			be at the same level at which the instructor is teaching.
PEL, PEM, PEN, 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.

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

Reviewed/Revised

July 2004	**Edward Willey**

**INSTRUCTIONAL CREDENTIALING 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)

PBCC Course Prefix	CTC Status (Transfer)	CNC Status (Non-Transfer)	Requirements
AMH, WHO	✔		Master's degree in History. **OR** Master's degree and 18 graduate semester hours in History. *Coursework within the degree must reflect competencies in the courses to be taught.*

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

Reviewed/Revised

July 2004	N. Okolie Uwadibie

INSTRUCTIONAL CREDENTIALING 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)

PBCC Course Prefix	CTC Status (Transfer)	CNC Status (Non – Transfer)	Requirements
FSS, HFT		✔	Master's degree in Hospitality Management or Culinary Arts. **OR** Master's degree and 18 graduate semester hours in Hospitality Management or Culinary Arts. **OR** Bachelor's degree in Hospitality Management or Culinary Arts, and demonstrated competencies in the teaching discipline. **AND** 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 course.

Reviewed/Revised

July 2004	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	Human Services (AS/AAS)

PBCC Course Prefix	CTC Status (Transfer)	CNC Status (Non – Transfer)	Requirements
GEY	✔		Master's degree in Gerontology. **OR** Master's degree and 18 graduate semester hours in Gerontology. **AND** Current State of Florida License in Psychology/School Psychology/Clinical Psychology.
HUS		✔	Master's degree in Social Work, Psychology, or related field. **OR** Master's degree and 18 graduate semester hours in Social Work, Psychology, or related field. **AND** Current State of Florida License in Psychology/School

			Psychology/Clinical Psychology.

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

Reviewed/Revised

July 2004	**Stafford Mooney**

INSTRUCTIONAL CREDENTIALING CRITERIA
ACADEMIC AND PROFESSIONAL PREPARATION

Credentialing Parameters for Particular Disciplines

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

DISCIPLINE AREA	Insurance (PSAV)		

PBCC Course Prefix	CTC Status (Transfer)	CNC Status (Non-Transfer)	Requirements
RMI 0091 INO 0027		✔	Specialized training/industry certifications (certified Property & Casualty Lines instructor with the Florida Department of Financial Services, Licensed Property & Casualty/General Lines – 2.20 authority required), competence gained through work experience. Associate degree or higher desired; minimum academic preparation must be at the same level at which the instructor is teaching.
RMI 0092 INO 0116		✔	Specialized training/industry certifications (certified Life, Health & Variable Annuities instructor with the Florida Department of Financial Services, Licensed Life, Health & Variable Annuities 2.15 authority required), competence gained through work experience. Associate degree or higher desired; minimum academic preparation must be at the same level at which the instructor is teaching.
INO 0018		✔	Specialized training/industry certifications (certified Title Agent Qualification instructor with the Florida Department of Financial Services, Licensed Title Agent required), competence gained through work experience. Associate degree or higher desired; minimum academic preparation

			must be at the same level at which the instructor is teaching.
INO 0146 INO 0147		✔	Specialized training/industry certifications (certified instructor with the Florida Department of Financial Services), competence gained through work experience. Associate degree or higher desired; minimum academic preparation must be at the same level at which the instructor is teaching.
CWE Insurance Courses		✔	Specialized training/industry certifications (certified instructor with the Florida Department of Financial Services), competence gained through work experience. Associate degree or higher desired; minimum academic preparation must be at the same level at which the instructor is teaching.

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

Reviewed/Revised

July 2004	**Judy Gummere**

INSTRUCTIONAL CREDENTIALING 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)

PBCC Course Prefix	CTC Status (Transfer)	CNC Status (Non – Transfer)	Requirements
IND		✔	Master's degree in Interior Design. **OR** Master's degree and 18 graduate semester hours in Interior Design. **OR** Bachelor's degree in Interior Design and demonstrated competencies in the teaching discipline.

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

Reviewed/Revised

July 2004	Stafford Mooney

INSTRUCTIONAL CREDENTIALING 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)

PBCC Course Prefix	CTC Status (Transfer)	CNC Status (Non – Transfer)	Requirements
JOU, MMC, PUR	✔		Master's degree in English, Journalism, or Mass Communications. **OR** Master's degree and 18 graduate semester hours in English, Journalism, or Mass Communications. *Coursework within the degree must reflect competencies in the courses to be taught.*

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

Reviewed/Revised

July 2004	Magdala Ray

INSTRUCTIONAL CREDENTIALING 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)

PBCC Course Prefix	CTC Status (Transfer)	CNC Status (Non-Transfer)	Requirements
LIS	✔		Master of Library Science or its equivalent such as an M.A. or M.S. in Library & Information Studies, from an A.L.A. accredited institution.

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

Reviewed/Revised

July 2004	Maureen Riley

INSTRUCTIONAL CREDENTIALING 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)		

PBCC Course Prefix	CTC Status (Transfer)	CNC Status (Non-Transfer)	Requirements
MSS		✔	Specialized training/industry certifications (current State of Florida Massage Therapy licensure required), competence gained through minimum two years fulltime work experience. Associate degree or higher desired; minimum academic preparation must be at the same level at which the instructor is teaching.

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

Reviewed/Revised

July 2004	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	Mathematics/Mathematics Preparatory (AA, College Prep)

PBCC Course Prefix	CTC Status (Transfer)	CNC Status (Non – Transfer)	Requirements
MAC, MAP, MAS, MAT 1033, MGF, MTB 1304, MTG, STA	✔		Master's degree in Mathematics. **OR** Master's degree and 18 graduate semester hours in Mathematics.
MAT 0012, MAT 0020 (COLLEGE PREP)		✔	Bachelor's degree in Mathematics, Mathematics Education, Statistics, Physics or Engineering and have either teaching experience in a discipline related to their assignment or graduate training in developmental education.

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

Reviewed/Revised

July 2004	Bonnie Finsley-Satterfield

INSTRUCTIONAL CREDENTIALING 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)

PBCC Course Prefix	CTC Status (Transfer)	CNC Status (Non-Transfer)	Requirements
MEA		✔	Specialized training/industry certifications in Medical Assisting **OR** Certified Medical Assistant and competence gained through work experience. Associate degree or higher desired; minimum academic preparation must be at the same level at which the instructor is teaching.

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

Reviewed/Revised

July 2004	Jacqueline Rogers

INSTRUCTIONAL CREDENTIALING 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 Coder/Medical Transcription (PSAV)

PBCC Course Prefix	CTC Status (Transfer)	CNC Status (Non-Transfer)	Requirements
HIM 0030-HIM 0450		✔	Associate degree or higher in Health Information Management or Office Systems Technology-Medical Office Systems Certification in field of specialization **OR** Competence gained through work experience; minimum academic preparation must be at the same level at which the instructor is teaching.

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

Reviewed/Revised

July 2004	Jacqueline Rogers

INSTRUCTIONAL CREDENTIALING 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 Secretary (PSAV)

PBCC Course Prefix	CTC Status (Transfer)	CNC Status (Non-Transfer)	Requirements
HIM 0650 – HIM 0826		✔	Specialized training/industry certifications in Medical Secretary, competence gained through work experience. Associate degree or higher desired; minimum academic preparation must be at the same level at which the instructor is teaching.

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

Reviewed/Revised

July 2004	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	Motion Picture & Television Production (CCC, AS)		

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

FIL 2275C, FIL 2275L, FIL 2281, FIL 2910, FIL 2941, FIL 2942, FIL 2943, Fil 2944			**OR** Bachelor's degree in Motion Picture, Film or Television Production Technology and demonstrated competencies in the teaching discipline. *In exceptional cases, outstanding professional experience and demonstrated contributions to the teaching discipline may be presented in lieu of formal academic preparation.*

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

Reviewed/Revised

July 2004	**Allen Witt**

INSTRUCTIONAL CREDENTIALING CRITERIA
ACADEMIC AND PROFESSIONAL PREPARATION

Credentialing Parameters for Particular Disciplines

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

DISCIPLINE AREA	Music (AA)		

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

			In exceptional cases, outstanding professional experience and demonstrated contributions to the teaching discipline may be presented in lieu of formal academic preparation.

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

Reviewed/Revised

July 2004	**Richard Holcomb**

INSTRUCTIONAL CREDENTIALING 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 (AAS, ATC)	

PBCC Course Prefix	CTC Status (Transfer)	CNC Status (Non - Transfer)	Requirements
NUR (AS), NUR (ATC), NUR 2130		✔	Master's degree in Nursing, current State of Florida licensure as a Registered Nurse. *Coursework within the degree must reflect competencies in the courses to be taught.*
NUR (Clinical)	✔		Master's degree in Nursing, or 18 graduate semester hours in Nursing and a Master's degree, current State of Florida licensure as a Registered Nurse. **OR** Bachelor's degree in Nursing and demonstrated competencies in the teaching discipline, current State of Florida licensure as a Registered Nurse.

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

Reviewed/Revised

July 2004	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	Nutrition (AA)	

PBCC Course Prefix	CTC Status (Transfer)	CNC Status (Non-Transfer)	Requirements
HUN	✔		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 course.

Reviewed/Revised

July 2004	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	Oceanography (AA)

PBCC Course Prefix	CTC Status (Transfer)	CNC Status (Non-Transfer)	Requirements
OCE	✔		Master's degree in Oceanography, Physics, Biology, Botany, Zoology, Geology, or Earth Science. **OR** Master's degree and 18 graduate semester hours in Oceanography, Physics, Biology, Botany, Zoology, Geology, or Earth Science. *Coursework within the degree must reflect competencies in the courses to be taught.*

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

Reviewed/Revised

July 2004	Patrick Haney

INSTRUCTIONAL CREDENTIALING 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) Administrative Assistant (PSAV)

PBCC Course Prefix	CTC Status (Transfer)	CNC Status (Non - Transfer)	Requirements
OST (credit)		✔	Master's degree in Office Management/Systems, Business or Business Education. **OR** Master's degree and 18 graduate semester hours in Office Management/Systems, Business or Business Education. **OR** Bachelor's degree in Office Management/Systems, Business or Business Education and demonstrated competencies in the teaching discipline.
OTA, OST 0302		✔	Specialized training/industry certifications in Office Systems/Management, competence gained through work experience. Associate degree or higher desired; minimum academic preparation must be at the same level at which the instructor is teaching.

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

Reviewed/Revised

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	Paralegal (Legal Assisting)(AS)		

PBCC Course Prefix	CTC Status (Transfer)	CNC Status (Non-Transfer)	Requirements
PLA		✔	Law Degree (JD). *Coursework within the degree must reflect competencies in the courses to be taught.*
PLA 2762		✔	Associate degree or higher in Paralegal or Office Management/Systems and competence gained through a minimum of three years fulltime work experience in-field.

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

Reviewed/Revised

July 2004	Edward Willey

INSTRUCTIONAL CREDENTIALING 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 Technician (PSAV)

PBCC Course Prefix	CTC Status (Transfer)	CNC Status (Non-Transfer)	Requirements
HSC 0300, HCP 0120, HCP 0330, HCP 0620		✔	Registered Nurse with current Florida licensure; minimum academic preparation must be at the same level at which the instructor is teaching.

Patient Care Technician Reviewed/Revised

July 2004	Jacqueline Rogers

INSTRUCTIONAL CREDENTIALING 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)

PBCC Course Prefix	CTC Status (Transfer)	CNC Status (Non-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 course.

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, AS, PSAV)		

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

			Photography, and demonstrated competencies in the teaching discipline. *Coursework within the degree must reflect competencies in the courses to be taught.* *In exceptional cases, outstanding professional experience and demonstrated contributions to the teaching discipline may be presented in lieu of formal academic preparation.*
PGY 0223		✔	Specialized training/industry certifications in Photography, competence gained through work experience. Associate degree or higher desired; minimum academic preparation must be at the same level at which the instructor is teaching.

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

Reviewed/Revised

July 2004	**Lourdes Rey**

INSTRUCTIONAL CREDENTIALING 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)

PBCC Course Prefix	CTC Status (Transfer)	CNC Status (Non-Transfer)	Requirements
PHY	✔		Master's degree in Physics. **OR** Master's degree and 18 graduate semester hours in Physics, or engineering courses with physics content.

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

Reviewed/Revised

July 2004	Patrick Haney

INSTRUCTIONAL CREDENTIALING 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)

PBCC Course Prefix	CTC Status (Transfer)	CNC Status (Non-Transfer)	Requirements
PSC	✔		Master's degree in Physics, Physical Science or Chemistry. **OR** Master's degree and 18 graduate semester hours in Physics, Physical Science or Chemistry.

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

Reviewed/Revised

July 2004	Patrick Haney

INSTRUCTIONAL CREDENTIALING 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 (AS/AAS)

PBCC Course Prefix	CTC Status (Transfer)	CNC Status (Non-Transfer)	Requirements
ASC, ATF, ATT, AVM		✔	Master's degree in Aviation, Avionics or Aeronautics. **OR** Master's degree and 18 graduate semester hours in Aviation, Avionics or Aeronautics. **OR** Bachelor's degree in Aviation, Avionics or Aeronautics, and demonstrated competencies in the teaching discipline. **AND** Federal Aviation Administration (FAA) Licensure appropriate to teaching area..

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

Reviewed/Revised

July 2004	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	Political Science (AA)

PBCC Course Prefix	CTC Status (Transfer)	CNC Status (Non-Transfer)	Requirements
CPO, POS, INR	✔		Master's degree in Political Science. **OR** Master's degree and 18 graduate semester hours in Political Science. *Coursework within the degree must reflect competencies in the courses to be taught.*

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

Reviewed/Revised

July 2004	N. Okolie Uwadibie

INSTRUCTIONAL CREDENTIALING 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)	

PBCC Course Prefix	CTC Status (Transfer)	CNC Status (Non-Transfer)	Requirements
HCP 0001, HCP 0120, PRN (except PRN 0022)		✔	Bachelor's degree in Nursing with Registered Nurse with current State of Florida licensure. **OR** Registered Nurse with current State of Florida licensure and demonstrated competencies in the teaching discipline.
HSC 0003, PRN 0022		✔	Registered Nurse with current State of Florida licensure. **OR** Associate degree or higher in health-related field desired with specialized training industry certifications in health/health science.

Reviewed/Revised

July 2004	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	Psychology (AA)

PBCC Course Prefix	CTC Status (Transfer)	CNC Status (Non-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 course.

Reviewed/Revised

July 2004	Stafford Mooney

**INSTRUCTIONAL CREDENTIALING 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	Public Safety Dispatcher (PSAV)

PBCC Course Prefix	CTC Status (Transfer)	CNC Status (Non-Transfer)	Requirements
CJD 0520		✔	Specialized training/industry certifications in Public Safety Dispatcher, competence gained through work experience. Associate degree or higher desired; minimum academic preparation must be at the same level at which the instructor is teaching.

Reviewed/Revised

July 2004	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	Radiography (AS, ATC)		

PBCC Course Prefix	CTC Status (Transfer)	CNC Status (Non-Transfer)	Requirements
RTE	✔		Master's degree in Radiography, Health Science, Science or Education. **OR** Master's degree and 18 graduate semester hours in Radiography, Health Science, Science or Education. **OR** Bachelor's degree in Radiography, and demonstrated competencies in the teaching discipline. **OR** Associate degree in Radiography and demonstrated competencies in the teaching discipline. **AND** Current State of Florida Licensure in Radiography, American Registry of Radiologic Technologists (ARRT) certification.

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

Reviewed/Revised

July 2004	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 (AA, College Prep)		

PBCC Course Prefix	CTC Status (Transfer)	CNC Status (Non-Transfer)	Requirements
REA 1125, REA 1205	✔		Master's degree in Reading. **OR** Master's degree and 18 graduate semester hours in Reading.
REA 0001, REA 0002		✔	Bachelor's degree in Reading, Elementary Education or Language Arts and have either teaching experience in a discipline related to their assignment or graduate training in developmental education.

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

Reviewed/Revised

July 2004	Bonnie Finsley-Satterfield

**INSTRUCTIONAL CREDENTIALING 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 and CWE)		

PBCC Course Prefix	CTC Status (Transfer)	CNC Status (Non-Transfer)	Requirements
REE		✔	Bachelor's degree in any field, current State of Florida Licensed Real Estate Broker, certified real estate instructor with the Florida Division of Real Estate.
CWE Real Estate		✔	Bachelor's degree in any field, current State of Florida Licensed Real Estate Broker, certified real estate instructor with the Florida Division of Real Estate.

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

Reviewed/Revised

July 2004	Judy Gummere

INSTRUCTIONAL CREDENTIALING 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)

PBCC Course Prefix	CTC Status (Transfer)	CNC Status (Non-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 course.

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)

PBCC Course Prefix	CTC Status (Transfer)	CNC Status (Non-Transfer)	Requirements
RET		✔	Master's degree in Respiratory Care, Health Science, Science, or Education. **OR** Master's degree and 18 graduate semester hours in Respiratory Care, Health Science, Science, or Education. **OR** Bachelor's degree in Respiratory Care, and demonstrated competencies in the teaching discipline. **AND** NBRC credential; Current State of Florida Licensure as a Respiratory Therapist.

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

Reviewed/Revised

July 2004	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)

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

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

Reviewed/Revised

July 2004	Stafford Mooney

INSTRUCTIONAL CREDENTIALING 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)		

PBCC Course Prefix	CTC Status (Transfer)	CNC Status (Non-Transfer)	Requirements
SON		✔	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 or Sonography, or Health Care Education and demonstrated competencies in the teaching discipline. **AND** Hold current national registry by the American Registry of Diagnostic Sonographers (ARDMS).

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

Reviewed/Revised

July 2004	Jacqueline Rogers

INSTRUCTIONAL CREDENTIALING 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)		

PBCC Course Prefix	CTC Status (Transfer)	CNC Status Non-Transfer)	Requirements
IDH, 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. *Coursework within the degree must reflect competencies in the courses to be taught.*

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

Reviewed/Revised

July 2004	Allen Witt

INSTRUCTIONAL CREDENTIALING 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)

PBCC Course Prefix	CTC Status (Transfer)	CNC Status (Non-Transfer)	Requirements
SLS	✔		Master's degree in any discipline, teaching experience required; AND a minimum of 9 semester hours in counseling, psychology, adult education or developmental education. *Coursework within the degree must reflect competencies in the courses to be taught.*
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 course.

Reviewed/Revised

July 2004	Bonnie Finsley-Satterfield

**INSTRUCTIONAL CREDENTIALING 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)

PBCC Course Prefix	CTC Status (Transfer)	CNC Status (Non-Transfer)	Requirements
STS		✔	Certified Surgical Technologist (CST), Certified Nurse-Operating Room (CNOR), or three years of fulltime operating room experience.

Reviewed/Revised

July 2004	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	Theater (AA)

PBCC Course Prefix	CTC Status (Transfer)	CNC Status (Non-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 course.

Reviewed/Revised

July 2004	Richard Holcomb

Faculty Roster Form

Palm Beach Community College

Faculty Roster

Date: _____   Requestor: _____

Faculty Name: _____   Employee # _____   Dept: _____

Approved *Academic Deans Council Date: _____   ☐ New ☐ Existing Faculty: ☐ Full-time ☐ Part-time ☐ Both

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

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

Revised 7/04

Palm Beach Community College
Academic Affairs

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

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

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

Faculty Member's Name: _____

Proposed Course(s): _____

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

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

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

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

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

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

6. Plans for any Expected Limitations on or Special Supervision Related to PBCC Course Assignments:

APPROVALS & ENDORSEMENTS FOR GRANTING THIS EXCEPTION

VPAA: _____

Date: _____