

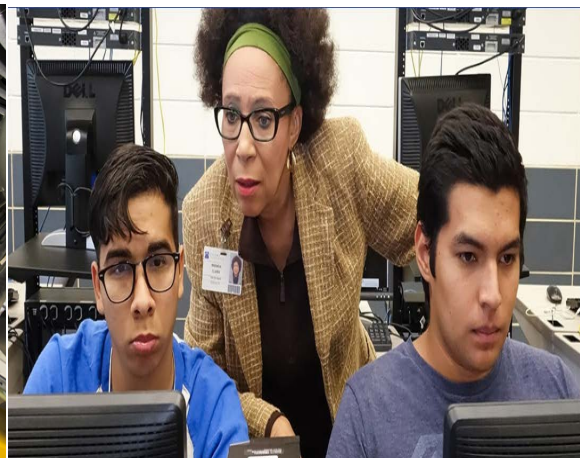


Guidelines/Standard Operating Procedures for Documentation of Faculty Credentials



ALAMO COLLEGES DISTRICT
St. Philip's College

Revised 11-4-2021



Guidelines/Standard Operating Procedures for Documentation of Faculty Credentials St. Philip's College Guidelines/Standard Operating Procedures for Documentation of Faculty Credentials

St. Philip's College operates under the auspices of its accrediting body, the Southern Association of Colleges and Schools: Commission on Colleges, and, as such, strives to remain in compliance with all of the principles adopted and published by the Commission. The Southern Association of Colleges and Schools: Commission on Colleges (SACS-COC) adopted the following criteria on faculty credentialing as published in the *Resource Manual for 2018 Principles of Accreditation: Foundations for Quality Enhancement (Added March 2018)*

6.2.a

For each of its educational programs, the institution justifies and documents the qualifications of its faculty members. (Faculty qualifications)

Qualified, effective faculty members are essential to carry out the mission of the institution and to ensure the quality and integrity of its academic programs. The emphasis is on overall qualifications of a faculty member, rather than simply academic credentials. While academic credentials in most cases may well be the standard qualification for faculty members, other types of qualifications may prove to be appropriate. Examples could include appropriately related work experiences in the field, professional licensure and certifications related to the teaching assignment, honors and awards, continuing professional development, relevant peer-reviewed publications, and/or continuous documented excellence in teaching. These types of qualifications are especially important in professional, technical, and technology-dependent fields.

It is the institution's obligation to justify and document the qualifications of its faculty. Determining the acceptability of faculty qualifications requires judicious use of professional judgment, especially when persons do not hold degrees in the teaching discipline or are qualified based on criteria other than their academic credentials. Similarly, persons holding a degree at the same or lower level than the level at which the course is taught require additional qualifications and the application of professional judgment. Additional justification is needed for these cases as compared to cases where the academic credentials are a "perfect match" for the teaching assignments. Appropriate qualifications may also differ depending on whether a course is generally transferable to other institutions; qualifications for teaching nontransferable technical courses depend heavily on professional experience and appropriate certifications or work experience.

Additionally, the Southern Association of Colleges and Schools approved the following "Faculty Credentials" Guidelines excerpt in April 2018:

When an institution defines faculty qualifications using faculty credentials, institutions should use the following as credential guidelines:

- a. Faculty teaching general education courses at the undergraduate level: doctorate or Master's degree in the teaching discipline or 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 a baccalaureate degree: doctorate or Master's degree in the teaching discipline or 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: Bachelor's degree in the teaching discipline, or Associate's degree and demonstrated competencies in the teaching discipline.
- d. Faculty teaching baccalaureate courses: doctorate or Master's degree in the teaching discipline or Master's degree with a concentration in the teaching discipline (minimum of 18 graduate semester hours in the teaching discipline).
- e. Faculty teaching graduate and post-baccalaureate course work: earned doctorate/terminal degree in the teaching discipline or a related discipline.
- f. Graduate teaching assistants: Master's in the teaching discipline or 18 graduate semester hours in the teaching discipline, direct supervision by a faculty member experienced in the

teaching discipline, regular in-service training, and planned and periodic evaluations.

Establishing Faculty Qualifications

To be qualified to teach in each respective discipline, the following minimum academic credentials must be presented.

1. To teach transfer courses, a faculty member must:

Either: Hold a Master's degree or higher in the teaching discipline from a regionally accredited institution;

Or: Hold a Master's degree in any discipline, from a regionally accredited institution, with 18 approved graduate hours. (See Appendix A - Discipline Chart for specific qualifications per discipline taught)

2. To teach occupational/technical courses, not intended for transfer, a faculty member must:

Hold a minimum of an Associate's degree from a regionally accredited institution, **PLUS** provide notarized documentation of three years work experience in the teaching field. Additional qualifications may be required. Examples include licensure, certification, honors and awards, continuing education, continuous documented excellence in teaching and other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes. Additional qualifications, may be required. (See Appendix A - Discipline Chart for specific qualifications per discipline taught)

3. To teach developmental courses, a faculty member must hold a Bachelor's degree in the field or related field of study from a regionally accredited institution.

(See Appendix A - Discipline Chart for specific qualifications per discipline taught)

Establishing Alternate Justification of Qualifications

If a faculty member does not possess the minimum academic credentials as outlined above, a document that justifies the qualifications of the faculty member must be written by the departmental chairperson and signed by the dean of the division and the vice president of instruction, and approved by the *Faculty Credential Committee*. The *SACS-COC Faculty Roster Form* is used to provide the interpretation that justifies the qualifications. Related work experience in the field, professional licensure and certifications, honors and awards, continuous documented excellence in teaching, or other demonstrated competencies and achievements may be used to establish qualifications. Documentation of credentials cited to substantiate qualifications to teach in the field must be submitted with the justification provided.

Examples of cases for which a department chair must provide an interpretation that justifies the faculty's qualifications include, but are not limited to, the following.

- An individual with less than a Master's degree who is teaching a transfer course
- An individual teaching a transfer course, who has a Master's degree in another field than the teaching field and who does not have 18 approved graduate hours in the teaching field.
- An individual with no degree, who is determined to be qualified to teach an occupational course based on a combination of work experience, licensure, certification, or other competencies.
- An individual with a one year certificate (less than an Associate's degree), who is determined to be qualified to teach an occupational course based on a combination of work experience, licensure, certification, or other competencies.
- An individual with less than a Bachelor's degree who is teaching a developmental course.

- An individual with a Bachelor's degree in an unrelated field who is teaching a developmental course.

Credential Guidelines to Teach Developmental Courses

The minimum academic preparation needed to teach a developmental course is a Bachelor's degree in the field or a related field of study

Educational Criteria (Minimum)

1. Integrated Reading and Writing (INRW) – Minimum of a Bachelor's degree in English or other related fields (literature, linguistics, communication, or education) with a minimum of 18 approved college credit hours in English.
2. English for Speakers of Other Languages (ESOL) – Minimum of a Bachelor's degree in bilingual studies, bicultural studies, or English as Second Language (ESL) or a Bachelor's of English (or Education) with 12 approved college credit hours in English as Second Language (ESL), bilingual, or bicultural studies.
3. Math – Minimum of a Bachelor's degree in mathematics, or a minimum of a Bachelor's degree with 18 approved college credit hours in mathematics.

Standards for Documentation

All documentation used to qualify faculty members to teach in their respective fields of study will be maintained in the faculty members' permanent personnel files. The following standards will be applied for documentation of faculty credentials.

Transcripts

1. The office of the Vice President for Academic Success (VPAS) is responsible for receiving and housing official transcripts of faculty. All faculty members whether full-time or part-time, in both on-campus and off-campus programs, must submit official transcripts to the VPAS office. All official transcripts must be originals from regional accredited institutions, received by the St. Philip's College VPAS office directly from the degree-awarding institutions, and must demonstrate that the degree has been awarded.
 - a. An official transcript is defined as a transcript that includes notation that it is official. The transcript should clearly indicate that it was issued directly to the Vice President of Academic Success office at St. Philip's College. Official transcripts should be opened by VPAS office personnel and the envelope stamped, dated, and signed by opening individual.
 - b. St. Philip's College will not accept, as official original copies of paper transcripts, transcripts faxed, scanned, or marked "COPY" or unofficial, transcripts issued to students (which may be evidenced by "issued to student" or by student's address printed on transcript).
 - c. Electronic transcripts are acceptable as long as these are received from the institution granting the degree or through a third-party vendor authorized by the degree-granting institution to broker such transactions and expressly takes the responsibility for verifying the identities of both the issuing institution and the receiving institution. St. Philip's College VPAS personnel should download transcript and email notification to a VPAS electronic file. A paper record of this electronic transaction shall be kept in the faculty credentials file to prove that the transcript was received directly from the issuing institution or through an appropriate third party. Forwarding a PDF transcript, received by the faculty member/student, makes it unofficial.

Faculty should request official transcripts be sent directly to the Vice President for Academic Success office.

By mail:

Vice President for Academic Success Office
Attention: Randall Dawson
St. Philip's College
1801 Martin Luther King Drive, SLC 306
San Antonio, TX 78203

Electronic transcripts should be sent directly to:

spc-vpas-ot@alamo.edu

2. Transcripts are scanned and emailed by the VPAS office to the faculty member's department for review. The department chairperson must confirm that the transcript indicates successful completion of the appropriate degree with at least 18 graduate semester hours in the teaching discipline. Department should print the copy, highlight degree and/or 18 credentialing hours, and attach to hiring documents to move forward for approval.
3. In cases where the faculty member is a permanent faculty member with a partner Alamo Colleges District institution, a copy of an official transcript supplied by the partner institution or Human Resources to the VPAS office is acceptable, provided it is unmistakably legible, clearly received directly from the issuing institution by an Alamo Colleges entity, and is on file at the home college or Human Resources.
4. New faculty are instructed to request original transcripts be electronically submitted/mailed directly to the VPAS office at St. Philip's College from all institutions attended. In order to ensure that the transcripts are available in time to process placement forms, it is recommended that official transcripts be requested at the interview stage for all applicants interviewed.
5. International transcripts will be reviewed on a case-by-case basis per acceptable/approved transcript evaluation agencies (see Appendix B for acceptable/approved agencies). Detailed

evaluation is required and must be sent directly from evaluating agency to VPAS office at St. Philip's College.

Qualification for Workforce Related Work Experience

1. To document related work experience, a faculty member must complete a Notarized Statement of Qualifications and Work Experience Form (SOQ Form) provided by the College (see Appendix C for SOQ Forms).
2. If needed, the college may request a letter or memo of record from a current or former employer. The letter should be on company letterhead paper, should state the employee's position and work experience related to the teaching assignment, should include dates of employment, and should be signed by an authorized representative of the company. References to employment by employees on their application materials or letters from St. Philip's College employees stating that they know this person has worked at a particular location are not sufficient evidence of related work experience.

Other Related Documents

1. If a professional licensure, certification, honor, award, or other demonstrated competencies and achievements are used to qualify a faculty member to teach in a related field, then copies of those documents must be included in the faculty member's permanent personnel file.
2. If licensures or certifications are used to qualify a faculty member and if those licensures or certifications have expiration dates, then a new copy of those documents should be forwarded to the office of the Vice President of Academic Success each time a renewal is received for inclusion in the faculty member's personnel file.

Standard Operating Procedure for Screening Committee:

Assigned Screening Committee will be composed of the following per directive of the St. Philip's College President and Vice President for Academic Success:

- *Two Full-Time Faculty subject matter experts (One serves as the screening committee chair)
 - A Full-Time Faculty member from another department or division
 - A Full-Time member from Dual Credit or Academic Services
 - A Full-Time Student Success representative
- * Department Chair or Program Director can serve on the committee if they are one of the only two subject matter experts. Another Full-Time Faculty member of the department can serve if there are not enough subject matter experts for the discipline.

Documents Provided by the Screening Committee:

Include one original cover memo that advances through the chain of command (item 1). Five sets (file folders) of interview packets move forward with the memo. Each file folder contains items 2 and 3 followed by a clipped interview set of items 4 – 8, in order, for each applicant.

1. Cover Memo from Screening Committee or Screening Committee Chair to the Vice President of Academic Success
 - a. Include requisition number, proper job title and
 - b. Names of individuals being recommended for interview – do not include strengths and weakness in memo
2. Job Posting / Announcement
 - a. Suggestion: **Print the posting before the job closes**
3. Job Description
4. Strengths and Weaknesses Coversheets for Faculty Candidate
 - a. Individual page for each applicant created by the screening committee
5. Application
6. Official Transcripts from all institutions attended
7. Resume – if not included in application
 - a. Letter of interest
 - b. Teaching Philosophy
 - c. Any additional documents that the applicant may furnish to support their application
 - d. For the workforce profession, a faculty member must complete a Notarized Statement of Qualifications and Work Experience Form (SOQ Form) provided by the College. If needed, the College may request a letter from the Applicant's employer or supervisor verifying a minimum of three years professional experience is required.
8. References- a minimum three contacted; one reference **must be from a current or former supervisor**

Appendix A - Discipline Chart

| Dept. | Program | Course Rubric | Course Type | SPC Guidelines for Credentials |
|----------------------------|---|--|-------------|---|
| Allied Construction Trades | Air Conditioning and Heating | HART | W | Hold a minimum of an Associate's degree; PLUS three years of demonstrated work experience in the field that is to be taught. |
| | Computer Engineering Technology | CETT, CPMT, ELPT, ITCC, TECM, RBTC, EETC | W | Hold a minimum of an Associate's degree; PLUS three years of demonstrated work experience in the field that is to be taught. |
| | Construction Technology | CNBT, PFPB | W | Hold a minimum of an Associate's degree; PLUS three years of demonstrated work experience in the field that is to be taught. |
| | Electrical Trades | ELPT | W | Hold a minimum of an Associate's degree; PLUS three years of demonstrated work experience in the field that is to be taught. |
| | Plumbing Technology | ELPT, CNBT, PFPB | W | Hold a minimum of an Associate's degree; PLUS three years of demonstrated work experience in the field that is to be taught. |
| | Power Generation and Alternative Energy | CETT, EECT, ELMT, ELPT, INTC, RBTC, WIND, FCEL | W | Hold a minimum of an Associate's degree in Engineering Technology; Or Bachelor's degree in a related engineering field; PLUS three years of demonstrated work experience in the field that is to be taught. Preferred Requirements: Hold a North American Board of Certified Energy Practitioners (NABCEP). |
| | Refrigeration Technology | HART | W | Hold a minimum of an Associate's degree; PLUS three years of demonstrated work experience in the field that is to be taught. |
| | Welding Technology | WLDG | W | Hold a minimum of an Associate's degree; PLUS three years of demonstrated work experience in the field that is to be taught. |

| Automotive Technology | Automotive Technology | AUMT | W | <p>Hold a minimum of an Associate's degree; PLUS three years of demonstrated work experience in the teaching field.</p> <p>Additional Requirements: Hold a current A6 Electrical and G1 general maintenance certifications and the Automotive Service Excellence (ASE) certification in the area being taught.</p> |
|--------------------------------|---|------------------|-------------|--|
| Dept. | Program | Course Rubric | Course Type | SPC Guidelines for Credentials |
| Automotive Technology | Automotive Technology Option II Ford ASSET | AUMT | W | <p>Hold a minimum of an Associate's degree; PLUS three years of demonstrated work experience in the teaching field.</p> <p>Additional Requirements: Hold a current A6 Electrical and G1 general maintenance certifications and the Automotive Service Excellence (ASE) certification in the area being taught. Hold current Ford certifications.</p> |
| | General Motors Automotive Service Educational Program | AUMT | W | <p>Hold a minimum of an Associate's degree PLUS three years of demonstrated work experience in the teaching field.</p> <p>Additional Requirements: Hold a current A6 Electrical and G1 general maintenance certifications and the Automotive Service Excellence (ASE) certification in the area being taught. Hold current General Motors (GM) certifications.</p> |
| Business Information Solutions | Bookkeeping Specialist | ACCT | T | <p>Hold a Master's degree in Accounting; <i>Or</i> Hold a Master's degree in any discipline, with 18 approved graduate hours in Accounting.</p> |
| | | ACNT | W | <p>Hold a minimum of an Associate's degree; PLUS three years of demonstrated work experience in the teaching field.</p> |
| | | ITSC, ITSW, POFT | W | <p>Hold a minimum of an Associate's degree; PLUS three years of demonstrated work experience in the teaching field.</p> |

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| | Office Systems Technology | ITSC, POFT, POFI, POFM | W | Hold a minimum of an Associate's degree; PLUS three years of demonstrated work experience in the teaching field. |
| | Business Management and Technology | BMGT, HRPO, BUSG, IBUS, MRKG | W | Hold a minimum of an Associate's degree; PLUS three years of demonstrated work experience in the teaching field. |
| | Business Administration | BUSI | T | Hold a Master's degree in Management, Business, Administration; <i>Or</i> Hold a Master's degree in any discipline with 18 approved graduate hours in Management, Business, or Administration. |

| Dept. | Program | Course Rubric | Course Type | SPC Guidelines for Credentials |
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| Business Information Solutions | Computer Science | BCIS, COSC | T | Hold a Master's degree in Computer Science, Computer Information Systems, Computer Information Technology, Computer Engineering or Computer-Based Information Systems; <i>Or</i> Hold a Master's degree in any discipline with 18 approved graduate hours in Computer Science, Computer Information Systems, Computer Information Technology, Computer Engineering or Computer-Based Information Systems. |
| | Computer Maintenance with Cisco Specialization | CETT, ITCC, CPMT, TECM, RBTC, ELPT, EETC | W | Hold a minimum of an Associate's degree; PLUS three years of demonstrated work experience in the teaching field. |
| | Construction Business Management | BMGT, HRPO, POFT | W | Hold a minimum of an Associate's degree; PLUS three years of demonstrated work experience in the teaching field. |
| | Information Assurance and Cybersecurity | ITSC, ITNW, ITSY | W | Hold a minimum of an Associate's degree; PLUS three years of demonstrated work experience in the teaching field. |
| | Network Administrator | ITNW, ITSC, ITSY | W | Hold a minimum of an Associate's degree; PLUS three years of demonstrated work experience in the teaching field. |
| | Web and Mobile Developer | ARTC, ITSE, ITSW, IMED | W | Hold a minimum of an Associate's degree; PLUS three years of demonstrated work experience in the teaching field. |

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| Communications and Learning | English | ENGL | T | Hold a minimum of a Master's degree in English, Literature, Linguistics, Technical Writing/Communication, Rhetoric, Composition or Creative Writing; <i>Or</i> Hold a Master's degree in any discipline with 18 approved graduate hours in English, Literature, Linguistics, Rhetoric, Technical Writing/Communication, Composition or Creative Writing. |
| Dept. | Program | Course Rubric | Course Type | SPC Guidelines for Credentials |
| Communications and Learning | Integrated Reading and Writing | INRW | D | Minimum of a Bachelor's degree in English; <i>Or</i> other related fields (literature, linguistics, communication, or education) with a minimum of 18 approved credit hours in English. |
| | English for Speakers of Other Languages | ESOL | D | Minimum of a Bachelor's degree in bilingual studies, bicultural studies, English as Second Language (ESL), or Bachelor's of English (or Education) with 12 credit hours in English as Second Language (ESL), bilingual, or bicultural studies. |
| | Foreign Language (Spanish) | SPAN | T | Hold a Master's degree in Spanish; <i>Or</i> Hold a Master's degree in any discipline, with 18 approved graduate hours in Spanish. |
| | Speech | SPCH | T | Hold a Master's degree in Speech or Communications; <i>Or</i> Hold a Master's degree in any discipline with 18 approved graduate hours in Speech or Communications. |
| | Student Development | SDEV | D | Hold a Master's degree in counseling, psychology, social work, sociology; <i>Or</i> a Master's degree with 18 approved hours in counseling, psychology, social work or sociology. |
| | Teaching (EC-6, 4-8, 7-12 and Other EC-12) | EDUC | T | Hold a Master's degree in Education, Educational Leadership/Policy or Educational Administration; <i>Or</i> Hold a Master's degree in any discipline with 18 approved graduate hours in Education Educational Leadership/ Policy or Educational Administration. |
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| Fine Arts | Art | ARTS | T | Hold a Master's degree in Art, Studio Art (Painting, Sculpture, Printmaking, Photography and Ceramics), Art Education or Art History; <i>Or</i> Hold a Master's degree in any discipline, with 18 approved graduate hours in Art, Studio Art (Painting, Sculpture, Printmaking, Photography and Ceramics), Art Education or Art History. |
| | Digital Arts and Media | ARTS, DANC, DRAM, MUAP, MUEN, MUSI | T | Hold a Master's degree in Digital Arts and Media, Art, Music or related field; <i>Or</i> Hold a Master's degree in any discipline, with 18 approved graduate hours in Digital Arts and Media, Art, Music or related field. |
| Dept. | Program | Course Rubric | Course Type | SPC Guidelines for Credentials |
| Fine Arts | Kinesiology | KINE | T | Hold a Master's degree in Kinesiology, Exercise Science or Physical Education; <i>Or</i> Hold a Master's degree in any discipline, with 18 approved graduate hours in Kinesiology, Exercise Science or Physical Education. |
| | Music | MUAP, MUEN, MUSI | T | Hold a Master's degree in Music (Master of Arts in Music), MM (Master of Music), MM in Education (Master of Music in Education) or MME (Master of Music Education); <i>Or</i> Hold a Master's degree in any discipline, with 18 approved graduate hours in Music. |
| Health Care Sciences and Early Childhood | Diagnostic Medical Sonography | DMSO | W | Hold a minimum of an Associate's degree; PLUS three years of demonstrated work experience in the teaching field. Additional Requirements: Hold a current RDMS by the American Registry for Diagnostic Medical Sonographers and/or ARRT(S) by American Registry of Radiologic Technologist PLUS appropriate credential(s) specific to the concentration offered i.e. AB and OB/GYN |

| | Diagnostic Medical Sonography | DSVT | W | <p>Hold a minimum of an Associate's degree; PLUS three years of demonstrated work experience in the teaching field.</p> <p>Additional Requirements: Hold a current RDMS by the American Registry for Diagnostic Medical Sonographers and/or ARRT(S) by American Registry of Radiologic Technologist PLUS appropriate credential(s) specific to the concentration offered i.e. RVT.</p> |
|--------------------------------|------------------------------------|---------------|-------------|---|
| | Diagnostic Medical Sonography | DSAE | W | <p>Hold a minimum of an Associate's degree; PLUS three years of demonstrated work experience in the teaching field.</p> <p>Additional Requirements: Hold a current Registered Cardiac Sonographer (RCS) by Cardiovascular Credentialing International OR Registered Diagnostic Cardiac Sonographer (RDCS) by American Registry for Diagnostic Medical Sonography, Inc.</p> |
| | Early Childhood and Family Studies | TECA | T | <p>Hold a Master's degree in Early Childhood and Family Studies, Child/Human Development, or Early Childhood Education;</p> <p>Or Hold a Master's degree in any discipline, with 18 approved graduate hours in Early Childhood and Family Studies, Child/Human Development, or Early Childhood Education.</p> |
| Dept. | Program | Course Rubric | Course Type | SPC Guidelines for Credentials |
| Health Care Sciences and Early | Early Childhood and Family Studies | CDEC | W | <p>Hold a Bachelor's degree in Early Childhood and Family Studies, Child/Human Development, Early Childhood or Elementary Education or other closely related discipline; PLUS three years documentation of demonstrated work experience in the teaching field.</p> <p>Additional Requirements: Demonstrate work experience in early care and education with children from birth to age 8.</p> |

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| | Invasive Cardiovascular Technology | CVTT | W | <p>Hold a minimum of an Associate's degree; PLUS three years documentation of demonstrated work experience in the teaching field.</p> <p>Additional Requirements: Hold a current Registered Cardiovascular Invasive Specialist (RCIS) by Cardiovascular Credentialing International.</p> |
| | Radiography Technologist | RADR | W | <p>Full-Time Faculty: Hold a Bachelor's degree with certification by the American Registry of Radiologic Technologists (ARRT); PLUS three years clinical work experience in the professional discipline.</p> <p>Additional Requirements: Hold a license from the Texas Medical Board (i.e. unrestricted state license for the state in which the program is located).</p> <p>Part-Time Faculty: Hold a minimum of an Associate's degree; PLUS three years documentation of demonstrated work experience in the teaching field.</p> <p>Additional Requirements: Hold a license from the Texas Medical Board (i.e. unrestricted state license for the state in which the program is located).</p> |
| | Radiography Technologist | CTMT | W | <p>Hold a minimum of an Associate's degree; PLUS three years documentation of demonstrated work experience in the teaching field.</p> <p>Additional Requirements: Hold American Registry of Radiologic Technologists current registration in computed tomography or equivalent and licensed by the Texas Medical Board (i.e. unrestricted state license for the state in which the program is located).</p> |
| Dept. | Program | Course Rubric | Course Type | SPC Guidelines for Credentials |

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| Health Care Sciences and Early Childhood | Radiography Technologist | MRIT | W | <p>Hold a minimum of an Associate's degree; PLUS three years documentation of demonstrated work experience in the teaching field.</p> <p>Additional Requirements: Hold American Registry of Radiologic Technologists current registration in magnetic resonance or equivalent and hold an unrestricted state license for the state in which the program is located.</p> |
| | Respiratory Care Technology | RSPT | W | <p>Hold a minimum of an Associate's degree; PLUS three years documentation of demonstrated work experience in the teaching field.</p> <p>Additional Requirements: Hold a current Registered Respiratory Therapist (RRT) from the National Board of Respiratory Care (NBRC) AND Licensed by the Texas Medical Board.</p> |
| | Surgical Technology | SRGT | W | <p>Didactic/Clinical Faculty:</p> <p>Hold a minimum of an Associate's degree in Surgical Technology; PLUS three years documentation of demonstrated work experience in the teaching field.</p> <p>Additional Requirements: Hold credentials in the field of surgical technology through a national certification that is accredited by the National Commission on Certifying Agencies (NCCA) such as The National Board of Surgical Technology and Surgical Assisting.</p> |
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| Health Sciences & Histologic Technician | Biomedical Engineering Technology | BIOM, CETT | W | <p>Hold a minimum of an Associate's degree; PLUS demonstrate four years of current full-time Biomedical Engineering Technology work experience.</p> |
| | Biomedical Engineering Technology | ENGT | T | <p>Hold a Master's degree in Engineering or Engineering Technology; <i>Or</i> Hold a Master's degree in any discipline, with 18 approved graduate hours.</p> |

| Dept. | Program | Course Rubric | Course Type | SPC Guidelines for Credentials |
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| Health Sciences & Histologic Technician | Health Information Technology | HITT, HPRS 2301 | W | <p>Hold a Bachelor's degree in Medical Records Administration, Health Information Management, Medical Record Science or Administration with current licensure, certification or registration; <i>Or</i> Hold a minimum of an Associate's degree; PLUS three years documentation of demonstrated work experience in the teaching field.</p> <p>Additional Requirements: Hold a current certification in Registered Health Information Technician (RHIT) or Registered Health Information Administrator (RHIA).</p> |
| | Histologic Technician | HLAB | W | <p>Hold a Bachelor's degree in the science field; <i>Or</i> Hold a minimum of an Associate's degree; PLUS three years documentation of demonstrated work experience in the teaching field.</p> <p>Additional Requirements: Hold current certification as Histologic Technician with American Society of Clinical Pathology (ASCP) Board of Certification.</p> |
| | Histologic Technician-Program Director | HLAB | W | <p>Hold a Bachelor's degree in the science field; PLUS three years documentation of demonstrated work experience in the teaching field.</p> <p>Additional Requirements: Hold current certification as Histologic Technician with American Society of Clinical Pathology (ASCP) Board of Certification.</p> |

| | Medical Laboratory Technician | MLAB | W | <p>Hold a Bachelor's degree in Biology, Medical Lab Technology, Medical Lab Science or Clinical Laboratory Science; PLUS three years documentation of demonstrated work experience in the laboratory setting/field.</p> <p>Additional Requirements: Hold current certification in American Society of Clinical Pathology (ASCP).</p> |
|---|--|---------------|-------------|--|
| Dept. | Program | Course Rubric | Course Type | SPC Guidelines for Credentials |
| Health Sciences & Histologic Technician | Medical Laboratory Technician-Program Director | MLAB | W | <p>Hold a Doctorate or Master's degree in Biology, Medical Lab Technology, Medical Lab Science or Clinical Laboratory Science; PLUS three years of documentation of demonstrated work experience in the laboratory setting/field; PLUS three years of teaching experience.</p> <p>Additional Requirements: Hold current certification as a Medical Laboratory Scientist generalist or a Medical Technologist generalist in American Society of Clinical Pathology (ASCP).</p> |
| | Occupational Therapy Assistant-Full Time Faculty | OTHA | W | <p>Hold a Bachelor's degree from an institution that is accredited by U.S. Department of Education-recognized regional or national accrediting body; PLUS three years documentation of demonstrated work experience in the teaching field.</p> <p>Additional Requirements: Minimum 2 years of clinical practice, licensed in the state of Texas, and initial certification by National Board for Certification in Occupational Therapy (NBCOT).</p> |
| | Occupational Therapy Assistant-Program Director | OTHA | W | <p>Hold a Master's degree (OT or another field) from an institution that is accredited by U.S. Department of Education-recognized regional or national accrediting body; PLUS 2 years' experience in a full time academic appointment with teaching responsibility.</p> <p>Additional Requirements: Minimum 5 years of clinical practice, licensed in the state of Texas, and initial certification by National Board for Certification in Occupational Therapy (NBCOT).</p> |

| | Occupational Therapy Assistant-Academic Fieldwork Coordinator | OTHA | W | <p>Hold a Bachelor's degree (OT or OTA) from an institution that is accredited by U.S. Department of Education-recognized regional or national accrediting body PLUS 2 years' experience in a full time academic appointment with teaching responsibility.</p> <p>Additional Requirements: Minimum 5 years of clinical practice, licensed in the state of Texas, and initial certification by National Board for Certification in Occupational Therapy (NBCOT).</p> |
|---|---|-------------------|-------------|---|
| Dept. | Program | Course Rubric | Course Type | SPC Guidelines for Credentials |
| Health Sciences & Histologic Technician | Phlebotomy | PLAB HPRS 1201 | W | <p>Hold a Bachelor's degree in Biology, Medical Lab Technology, Medical Lab Science or Clinical Laboratory Science; <i>Or</i> Hold a minimum of an Associate's degree; PLUS three years documentation of demonstrated work experience in the teaching field.</p> <p>Additional Requirements: Hold current certification in American Society of Clinical Pathology (ASCP).</p> |
| | Physical Therapist Assistant-Faculty | PTHA | W | <p>Hold a Doctorate, Master's or Bachelor's Degree of Physical Therapy; <i>Or</i> an Associate of Applied Science of Physical Therapist Assistant degree; PLUS three years of full-time clinical experience in physical therapy.</p> <p>Additional Requirements: Hold a current license/certification to practice as a PT or PTA in any United States jurisdiction.</p> |

| | Physical Therapist Assistant-Program Director | PTHA | W | Hold a minimum of a Master's degree; AND Hold a current license/certification to practice as a PT or PTA in any United States jurisdiction with a minimum of 5 years (or equivalent), full-time, post licensure experience that includes a minimum of three years (or equivalent) of full-time clinical experience. Must have experience in didactic and/or clinical teaching experience, administration/management; experience in educational theory and methodology, and instructional design, student evaluation and outcome assessment, including the equivalent of nine credits of coursework in educational foundations. |
|---|--|---------------------------|-------------|---|
| | Physical Therapist Assistant-Clinical Educator Coordinator | PTHA | W | Hold a Doctorate, Master's or Bachelor's Degree of Physical Therapy and is a physical therapist or physical therapist assistant (per degree requirements stated for all faculty); Holds a current license to practice as a PT or PTA in any United States jurisdiction; with a minimum of three years of full time (or equivalent) post-licensure clinical practice; and a minimum of two years of clinical practice as a CCCE and/or CI in physical therapy OR two years of experience in teaching, curriculum development and administration in a PT or PTA program. |
| Dept. | Program | Course Rubric | Course Type | SPC Guidelines for Credentials |
| Health Sciences & Histologic Technician | Vision Care | OPTS HPRS 1304/2231 | W | Hold a Bachelor's degree in the science field; <i>Or</i> Hold a minimum of an Associate's degree; PLUS three years documentation of demonstrated work experience in the teaching field. Additional Requirements: Hold a current certification in Ophthalmology Assistant/Technician or Medical Technology. |
| Library | Faculty Librarian | N/A | N/A | The minimum academic preparation needed for a faculty librarian position is a Master's from an American Library Association accredited program. |

| | | | | |
|-------------------|---------------------------------------|----------------------|--------------------|--|
| Mathematics | Mathematics | MATH | T | Hold a Master's degree in Mathematics, Engineering, Mechanical Engineering, Physics; <i>Or</i> Hold a Master's degree in any discipline, with 18 approved graduate hours. |
| | Development Mathematics | MATH | D | Hold a minimum of a Bachelor's degree in mathematics; <i>Or</i> a minimum of a Bachelor's degree with 18 approved college credit hours in mathematics. |
| | Mechanical Engineering or Engineering | ENGR | T | Hold a Master's degree in Engineering, Mechanical Engineering or related field; <i>Or</i> Hold a Master's degree in any discipline, with 18 approved graduate hours in Engineering, Mechanical Engineering or related field |
| | | | | |
| Natural Sciences | Biology | BIOL | T | Hold a Master's degree in Biology or Biological Sciences; <i>Or</i> Hold a Master's degree in any discipline, with 18 approved graduate hours. |
| | Biotechnology | BIOL | T | Hold a Master's degree in Biotechnology; <i>Or</i> Hold a Master's degree in any discipline, with 18 approved graduate hours. |
| | | BITC | W | Hold a minimum of an associate degree; PLUS three years of demonstrated work experience in the teaching field. |
| | Geology | GEOL | T | Hold a Master's degree in Geology or Earth Sciences; <i>Or</i> Hold a Master's degree in any discipline, with 18 approved graduate hours. |
| Dept. | Program | Course Rubric | Course Type | SPC Guidelines for Credentials |
| | Chemistry | CHEM | T | Hold a Master's degree in Chemistry or Biochemistry; <i>Or</i> Hold a Master's degree in any discipline, with 18 approved graduate hours. |
| | Physics | PHYS | T | Hold a Master's degree in Physics; <i>Or</i> Hold a Master's degree in any discipline, with 18 approved graduate hours. |
| | | | | |
| Nursing Education | Certified Nurse Aid for Healthcare | NURA | W | FOR PROGRAM DIRECTOR Hold an Associate's degree in nursing with current license or privilege to practice as a Registered Nurse in the State of Texas. |

| | | | | |
|--------------------|------|--|---|---|
| | | | | <p>Additional Requirements: Have been actively employed in nursing for at least three (3) years with one (1) year in long-term care services in a facility and have experience teaching and/or supervising nurse aides.</p> <p>FOR INSTRUCTOR</p> <p>Hold an Associate’s degree and hold a certificate in vocational nursing with current license or privilege to practice as a Licensed Vocational Nurse in the State of Texas.</p> <p>Additional Requirements: Have been actively employed in nursing for at least three (3) years with one (1) year of nursing experience in a facility and have experience teaching and/or supervising nurse aides and work under the general supervision of the program director or be the program director.</p> |
| Vocational Nursing | VNSG | | W | <p>Hold an Associate’s degree in nursing with current license or privilege to practice as a Registered Nurse in the State of Texas. Or hold an Associate’s degree and a certificate in vocational nursing with current license or privilege to practice as a Licensed Vocational Nurse in the State of Texas.</p> <p>Preferred: Hold a Bachelor’s degree or higher in nursing with current license or privilege to practice as a Registered Nurse in the State of Texas.</p> <p>Additional Requirements: Have been actively employed in nursing with varied nursing experience for the past three (3) years or have advanced preparation in nursing, nursing education, and/or nursing administration which shows evidence of teaching abilities and maintaining current knowledge, clinical expertise, and safety in the subject areas of teaching responsibility.</p> |

| | LVN/Military to AND Mobility | RNSG | W | <p>Hold a Master's or Doctoral degree in nursing with current license or privilege to practice as a Registered Nurse in the State of Texas.</p> <p>Preferred: Experience with concept-based curriculum.</p> <p>Additional requirements: : Have been actively employed in nursing with varied nursing experience for the past three (3) years or have advanced preparation in nursing and nursing education which shows evidence of teaching abilities and maintaining current knowledge, clinical expertise, and safety in the subject areas of teaching responsibility. Didactic experience in a professional nursing program.</p> |
|--------------------------------|------------------------------|---------------|-------------|--|
| Dept. | Program | Course Rubric | Course Type | SPC Guidelines for Credentials |
| Social and Behavioral Sciences | Criminal Justice | CRIJ | T | <p>Hold a Master's degree in Criminal Justice, Criminology, or Justice Administration;</p> <p><i>Or</i> Hold a Master's degree in any discipline, with 18 approved graduate hours in Criminal Justice, Criminology, or Justice Administration.</p> |
| | Economics | ECON | T | <p>Hold a Master's degree in Economics;</p> <p><i>Or</i> Hold a Master's degree in any discipline, with 18 approved graduate hours in Economics.</p> |
| | History | HIST | T | <p>Hold a Master's degree in History;</p> <p><i>Or</i> Hold a Master's degree in any discipline, with 18 approved graduate hours in History.</p> |
| | Humanities | HUMA | T | <p>Hold a Master's degree in Humanities, Art History, Classical Studies, International Studies, Bicultural-Bilingual Studies, Minority Studies, Cultural Studies, European History, Ancient History, Holocaust and Genocide Studies, Interdisciplinary Studies, or Literature Studies;</p> <p><i>Or</i> Hold a Master's degree in any discipline, with 18 approved graduate hours in Humanities, Art History, Classical Studies, International Studies, Bicultural-Bilingual Studies, Minority Studies, Cultural Studies, European History, Ancient History, Holocaust and Genocide Studies, Interdisciplinary Studies, or Literature Studies.</p> |
| | Philosophy | PHIL | T | <p>Hold a Master's degree in Philosophy or Ethics;</p> <p><i>Or</i> Hold a Master's degree in any discipline, with 18 approved graduate hours in Philosophy or Ethics.</p> |

| | Political Science | GOVT | T | Hold a Master's degree in Political Science or Government; <i>Or</i> Hold a Master's degree in any discipline, with 18 approved graduate hours in Political Science or Government. |
|--|------------------------|------------------|-------------|---|
| | Psychology | PSYC | T | Hold a Master's degree in Psychology, Clinical Psychology, Health Psychology, Experimental Psychology, Forensic Psychology, or Behavioral Psychology. <i>Or</i> Hold a Master's degree in any discipline, with 18 approved graduate hours in Psychology, Clinical Psychology, Health Psychology, Experimental Psychology, Forensic Psychology, or Behavioral Psychology. |
| Dept. | Program | Course Rubric | Course Type | SPC Guidelines for Credentials |
| Social and Behavioral Sciences | Sociology | SOCI | T | Hold a Master's degree in Sociology with at least three hours of graduate coursework in statistics; <i>Or</i> Hold a Master's degree in any discipline, with 18 approved graduate hours with at least three hours of graduate coursework in statistics. |
| | Social Work | SOCW | T | Hold a Master's degree in Social Work; <i>Or</i> Hold a Master's degree in any discipline, with 18 approved graduate hours. |
| Tourism, Hospitality and Culinary Arts | Baking and Pastry Arts | PSTR | W | Hold a minimum of an Associate's degree; PLUS three years of demonstrated work experience in the field that is to be taught. |
| | Culinary Arts | CHEF, FDNS, HAMG | W | Hold a minimum of an Associate's degree; PLUS three years of demonstrated work experience in the field that is to be taught. |
| | Hospitality Management | HAMG, RSTO | W | Hold a minimum of an Associate's degree; PLUS three years of demonstrated work experience in the field that is to be taught. |
| | Hotel Management | HAMG | W | Hold a minimum of an Associate's degree; PLUS three years of demonstrated work experience in the field that is to be taught. |
| | Restaurant Management | RSTO | W | Hold a minimum of an Associate's degree; PLUS three years of demonstrated work experience in the field that is to be taught. |

| Transportation and Manufacturing Technology | Aircraft Technology | AERM | W | Hold a minimum of an Associate's degree; PLUS three years of demonstrated work experience in the teaching field. Additional Requirements: Hold one of the following: a Federal Aviation Administration (FAA) Airframe Mechanic Certificate; Or a Federal Aviation Administration (FAA) Powerplant Mechanic Certificate; Or both Federal Aviation Administration (FAA) Airframe and Powerplant Mechanic Certificates |
|---|-----------------------------------|--|-------------|--|
| | Advanced Manufacturing Technology | CETT, EECT, ELMT, INMT, INTC, MCHN, RBTC, WLDG | W | Hold a minimum of an Associate's degree; PLUS three years of demonstrated work experience in the teaching field. |
| Dept. | Program | Course Rubric | Course Type | SPC Guidelines for Credentials |
| Transportation and Manufacturing Tech. | Automated Industrial Processes | CETT, CPMT, EECT, ELMT, ELPT, INTC, RBTC | W | Hold a minimum of an Associate's degree; PLUS three years of demonstrated work experience in the teaching field. |
| | Collision/Refinishing Technician | ABDR | W | Hold a minimum of an Associate's degree; PLUS three years of demonstrated work experience in the teaching field. |
| | Aircraft Technology | DEMUR | W | Hold a minimum of an Associate's degree; PLUS three years of demonstrated work experience in the teaching field. Additional Requirements: Hold a current Automotive Service Excellence (ASE) certification. |
| | Manufacturing Technology | MCHN, RBTC, ELMT 1305, ELPT 1319, INMT 2303, WLDG 1425 | W | Hold a minimum of an Associate's degree; PLUS three years of demonstrated work experience in the teaching field. |

Appendix B

Foreign Transcript Evaluation and Translation Services

Visit the NACES® and AICE® websites regularly to check the updated status of members



A2Z Evaluations, LLC
216 F Street, #29
Davis, CA 95616
Phone: (530) 400-9266
Email: info@A2Zeval.com
Website: <http://www.A2Zeval.com>



**Academic Credentials
Evaluation Institute, Inc.**
P.O. Box 6908
Beverly Hills, California 90212
Phone: (800) 234-1597
Email: acei@acei-global.org
Website: <https://www.acei-global.org/>



**American Education Research
Corporation**
382 E. Rowland Street
Covina, CA 91723
Phone: (626) 339-4404
Email: aerc@verizon.net
Website: <http://www.aerc-eval.com/>



Academic Evaluation Services
11700 North 58th Street, Suite C
Tampa, FL 33617
Phone: (813) 374-2020
Email: info@aes-edu.org
Website: <http://www.aes-edu.org>



**Educational Credential
Evaluators, Inc.**
P.O. Box 514070
Milwaukee, WI 53203-3470
Phone: (414) 289-3400
Email: eval@ece.org
Website: <http://www.ece.org>



Educational Perspectives, nfp.
P.O. Box 618056
Chicago, IL 60661-8056
Phone: (312) 421-9300
Email: info@edperspective.org
Website: <http://www.edperspective.org>



**Educational Records
Evaluation Service, Inc.**
601 University Avenue, Suite 127
Sacramento, CA 95825
Phone: (916) 921-0790
Email: edu@eres.com
Website: <http://www.eres.com>



Evaluation Service, Inc.
333 W. North Avenue, #284
Chicago, IL 60610
Phone: (847) 477-8569
Email: info@evaluationservice.net
Website: <http://www.evaluationservice.net>



**Foreign Academic Credential
Service, Inc.**
P.O. Box 400
Glen Carbon, IL 62034
Phone: (618) 656-5291
Email: hello@facSusa.com
Website: <http://www.facsusa.com>



**Foreign Credential
Evaluations, Inc.**
115 Carriage Park Lane
Hendersonville, NC 28791
Phone: (770) 642-1108
Email: beth_cotter@fceatlanta.com
Website: www.fceatlanta.net



Foreign Credentials Service of America

1910 Justin Lane
Austin, TX 78757
Phone: (512) 459-8428

Email: info@foreigncredentials.org

Website: <https://www.foreigncredentials.org/>



Foundation for International Services, Inc.

505 5th Avenue South, Suite 101
Edmonds, WA 98020
Phone: (425) 248-2255

Email: info@fis-web.com

Website: <https://www.fis-web.com/>



Global Credential Evaluators, Inc.

College Station, TX 77842-9203
Phone: (800) 707-0979

Email: gce@gceus.com

Website: <http://www.gcevaluators.com/>



Globe Language Services, Inc.

305 Broadway Ste. 401
New York, NY 10007
Phone: (212) 227-1994

Email: info@globelanguage.com

Website: <https://www.globelanguage.com/index.php>



Global Services Associates, Inc.

409 North Pacific Coast Highway,
#393

Redondo Beach, CA 90277

Phone: (310) 828-5709

Email: info@globaleval.org

Website: <http://www.globaleval.org>



International Academic Credential Evaluators, Inc.

P.O. Box 2465

Denton, TX 76202-2465

Phone: (940) 383-7498

Email: staff@iacei.net

Website: <http://www.iacei.net>



International Consultants of Delaware, Inc.

3600 Market Street, Suite 450

Philadelphia, PA 19104

Phone: (215) 387-6950 Ext. 603

Email: icd@icdeval.com

Website: <http://www.icdeval.com>



International Education Evaluations, Inc.

7900 Matthews-Mint Hill Rd.

Suite 300

Charlotte, NC 28227

Phone: (704) 772-0109

Email: info@foreigntranscripts.com

Website: <https://www.foreigntranscripts.com/>



International Education Research Foundation, Inc.

Culver City, CA 90231-3665

P.O. Box 3665

Phone: (310) 258-9451

Email: information@ierf.org

Website: <http://www.ierf.org>



Scholaro Inc.
29 E Madison St, Suite 1005
Chicago, IL 60602
Phone: (224) 521-0170
Email: info@scholaro.com
Website: www.scholaro.com



**Josef Silny & Associates, Inc.
International Education
Consultants**
7101 S.W. 102 Avenue
Miami, FL 33173
Phone: (305) 273-1616
Email: info@jsilny.com
Website: <http://www.jsilny.com>



SpanTran Evaluation Services
2400 Augusta Drive, Suite 451
Houston, TX 77057
Phone: (713) 266-8805
Email: apps@spantran.com
Website: www.spantran.com



**SDR Educational
Consultants, Inc.**
2600 Gessner Rd., Suite 267
Houston, Texas 77080
Phone: (713) 460-3525
Email: info@sdreducational.org
Website: www.sdreducational.org



Transcript Research
9090 Skillman, #182-A PMB 364
Dallas, TX 75243
Phone: (214) 810-1124

Email: info@transcriptresearch.com
Website: www.transcriptresearch.com



Ucredo
105 W Plant St, Suite 1
Winter Garden, FL 34787
Phone: (407) 965-2733
Email: info@ucredo.com
Website: <http://www.ucredo.com/>



World Education Services, Inc.
P.O. Box 5087
Bowling Green Station
New York, NY 10274-5087
Phone: (800) 361-3106
Website: <https://www.wes.org/>

Applicants should request a copy of the evaluation be sent to:

Vice President for Academic Success Office
Attention: Randall Dawson
St. Philip's College
1801 Martin Luther King Drive, SLC 306
San Antonio, TX 78203

Electronic transcripts should be sent directly to:
spc-vpas-ot@alamo.edu

Appendix C

Statement of Qualifications and Work Experience Forms follows on next three pages.



Purpose for Data Collection: To meet THECB and SACS-COC standards for faculty credentials and qualifications.

Planned Use of the Data: Evaluate candidates for qualifications to instruct in Career Technical and Workforce Programs and Health Science.

Instructions: 1. Persons seeking employment in one of the above listed areas should complete this form. 2. Complete all information. 3. Have form notarized and return to the department chair.

| | | |
|---------------------------------------|--------------------|------------------------|
| Last Name: | First Name: | Middle Initial: |
| SPC Position & Discipline: | | |

| | |
|----------------------|-----------------------|
| Home Address: | Home Phone: |
| | Cell Phone: |
| | Email Address: |

| | |
|-------------------------|---|
| Work Experience: | List most recent full-time experience first. List all occupational experience that demonstrates a minimum of three years' full-time occupational work experience in the field to be taught. Attach additional sheets, of this page, if necessary. Please <u>do not</u> list part time or instructional teaching employment. |
|-------------------------|---|

| Start Date (Mo/Yr) <i>Do not overlap dates</i> | End Date (Mo/Yr) | # Years & Months Full-Time Work Experience | Name and Address of Employer | Job Title and Work Performed |
|--|-------------------------|---|-------------------------------------|-------------------------------------|
| | | | | |
| | | | | |
| | | | | |

Total years* of all pages reflected full-time work experience in the Occupational Field: _____
*Please round down to full year (example: 2 yrs 11 mos rounds down to 2 yrs)



| | |
|-----------------------------------|---|
| Work Experience Continued: | List most recent full time experience first. List all occupational experience that demonstrates a minimum of three years' full time occupational work experience in the field to be taught. Attach additional sheets, of this page, if necessary. Please <u>do not</u> list part time or instructional teaching employment. |
|-----------------------------------|---|

| Start Date (Mo/Yr) <i>Do not overlap dates</i> | End Date (Mo/Yr) | # Years & Months <u>Full-Time</u> Work Experience | Name and Address of Employer | Job Title and Work Performed |
|---|------------------|---|------------------------------|------------------------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Please use additional pages as necessary notating page number and total pages at bottom. Add all years of occupational work experience and place on page 1 of document.



Name: (Last, First) _____

To be considered for this position, attach two (2) complete sets of official transcripts, all applicable certifications, licenses and permits, and an up to date resume.

| Issuing Agency | Date of Issuance | Number | Expiration Date |
|----------------|------------------|--------|-----------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Notarized Statement:

STATE OF _____ COUNTY OF _____

I swear (or affirm) that the above information is, to the best of my knowledge is true and accurate.

Signature of Applicant _____

Sworn to me this _____ day of _____ 20_____

Notary Public: _____

Approval by Department Chair:

Signature/Date: _____

Approval by Academic Dean:

Signature/Date: _____

Approval by Vice President for Academic Success:

Signature/Date: _____