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TALLAHASSEE COMMUNITY COLLEGE

Office of Academic Affairs

Academic Faculty Credentials Manual

TALLAHASSEE COMMUNITY COLLEGE

ACADEMIC FACULTY CREDENTIALS MANUAL

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ACADEMIC FACULTY CREDENTIALS MANUAL

The purpose of this manual is to provide technical and procedural clarification for individuals responsible for faculty selection and credentialing. Procedures, forms, and general information are consistent with the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Comprehensive Standard 3.7: Faculty, under section 3.7.1.



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Introduction

Overview

This handbook is intended to guide the reader through the process of credentialing faculty members at Tallahassee Community College (TCC). Both full-time and part-time faculty members are required to meet the standards set by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). This handbook describes the credentials needed to teach courses in each discipline and program offered at TCC.

This handbook is divided into three (3) parts. The first part, procedural guidelines, includes the process for establishing and determining faculty credentials as identified and required by SACSCOC in the Principles of Accreditation: Foundations for Quality Enhancement. The actual process of evaluating transcripts is then described, and the transcript evaluation form is presented. Because faculty qualifications occasionally do not match the credentials expected for each discipline and program, the section on developing faculty portfolios is included. Within that subsection, the membership list of the National Association of Credential Evaluation Services is provided, as well as helpful websites for identifying the accreditation status of colleges and universities.

The second part of this guide is a descriptive listing of the actual credentialing requirements for the disciplines and courses offered at the College. Individual credential tables are provided by discipline, program, and in some cases, course. Each table indicates the course prefixes taught at TCC (left column), the minimum qualifications fields (central column), and whether the course credits are transferrable (right column). For cases in which qualifications are not clear, the appropriate Dean, in consultation with the Provost and Vice President will make the final ruling on qualifications or the need for a portfolio.

The final section of the manual provides useful information and resources regarding faculty credentialing.

SACSCOC Principles of Accreditation

The text below is quoted from the SACSCOC *Principles of Accreditation: Foundations for Quality Enhancement*

(<http://www.SACSCOCcoc.org/pdf/PrinciplesOfAccreditation.>), Section 3: Comprehensive Standards, 3.7: Faculty and the *Faculty Credentials Guidelines* publication (<http://www.SACSCOCcoc.org/pdf/081705/faculty%20credentials.pdf>).

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. The institution also considers competence, effectiveness, and capacity, including, as appropriate, undergraduate and graduate degrees, related work experiences in the field, professional licensure and certifications, honors and awards, continuous documented excellence in teaching, or other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes. For all cases, the institution is responsible for justifying and documenting the qualifications of its faculty. (*See Commission guidelines "Faculty Credentials."*) **(Faculty competence)**

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 Bachelor's 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 Bachelor's degree: bachelor's degree in the teaching discipline, or associate's degree and demonstrated competencies in the teaching discipline.*



Credit Faculty Credentials Review Procedural Guidelines

Establishing Faculty Credential Requirements for Teaching Discipline

When an academic division or department committee proposes a new course to the Curriculum & Innovation Committee, the “Minimum Instructor Qualifications” must be identified on the Proposal for New Course form. Once the Curriculum & Innovation Committee has approved a proposal and it is adopted by the Board of Trustees, it is the responsibility of the division deans/directors to maintain and update the credentials parameters table for each course taught in their divisions.

Completion of Faculty Credentials Worksheet

The Faculty Credentials Worksheet must be completed and kept current for all teaching faculty. The faculty qualifications form has been developed for assessment of faculty credentials. This form establishes review at the department level including response to specific credentialing questions, transcript analysis and a writing sample. The form is filed in the faculty member’s Human Resources personnel file. Expansion of a faculty member's teaching assignment to a new academic discipline area requires updating of the Faculty Credentials Worksheet.

Faculty Credential Review by Screening Committees

Applicants for teaching positions are reviewed by faculty peers:

- Full-time faculty applicants are reviewed by screening committees that include faculty from the teaching discipline.
- Part-time faculty applicants are reviewed by discipline program chairs and the division dean/director.

- Adjustments for faculty positions include the minimum credential requirements.

Division Dean/Director Review of Faculty Credentials

The Division Dean/Director will verify the credentials and make a recommendation by completing the SACSCOC' Roster of Instructional Staff – Guidelines for Reporting the Qualifications and Competencies of Full-Time and Part-Time Faculty (a copy of this packet will be retained in the division and the original will be returned to Human Resources as permanent record. Should the packet warrant possible approval to be Credentialed as an Exception (CE; explained in the following section), the Division Dean/Director will send the packet for review to the Provost and Vice President for Academic Affairs. [The Higher Education Directory](#) will be used to verify the accreditation of each institution attended by Faculty.

Credentialed as an Exception Review by TCC President

Under special circumstances, faculty members may have experience that clearly contributes to student learning outcomes and that can be considered in lieu of formal academic preparation. In these cases, the faculty member may present a portfolio that documents the experience. The portfolio of the faculty member must include the following documentation:

- The Faculty Transcript Evaluation
- Supporting materials to include the following in the order specified:
 - a. If the experience concerns coursework, letters certifying that the coursework is equivalent to the required coursework should appear first. These letters should come from an academic officer from the department that is accepting equivalency. For example, if an instructor wishes to request that engineering coursework be accepted as equivalent to math coursework, the academic officer of the math department at the awarding institution should attest to the equivalency of the coursework.
 - b. If the experience concerns professional experience, documentation should appear next (or first, if no coursework exceptions are involved). Documentation of professional experience includes items such as certificates, awards, appearance on programs, and other evidence that the faculty candidate has been recognized as a professional in his/her field.
 - c. Professional letters of support
 - d. Student letters of support

- Other relevant documentation will be submitted to the appropriate academic dean/director.
- The division dean/director will review the portfolio and make recommendations to the Provost and Vice President, who will approve or disapprove the portfolio.
 - a. The Provost and Vice President will review packets earmarked as Credentialed as an Exception (CE) by the division dean/director and make a recommendation to the TCC President. Final approval of these packets will require the signature of the President.
- Upon recommendations for disapproval, the portfolio will be returned to the candidate with recommendations for additional documentation as identified, if appropriate.
- Upon recommendations for approval, the portfolio will be submitted to Human Resources to be maintained as part of the faculty file.
 - a. Final signed copies of credentials materials, including credentials, forms and writing samples used for exception, will be sent to the appropriate academic department, and the original returned to the Provost and Vice President office.

Final Processing of Applicants Credentialed as an Exception (CE)

The Office of the Provost and Vice President for Academic Affairs will return packets to Human Resources as permanent record and notify the division dean/director of the decision regarding the applicant.

International Credential Evaluations

Faculty with international degrees must have their coursework evaluated in terms of U.S. "equivalency." TCC requires that all international credential evaluations be conducted by one of the companies affiliated with the National Association of Credential Evaluation Services, Inc. (NACES®) or the Association of International Credential Evaluators, Inc. (AICE). It is the responsibility of the applicant to get their transcript evaluated. More information about NACES® and AICE affiliates can be obtained at the NACES® website: <http://www.naces.org/> and <http://aice-eval.org/>. NACES® and AICE affiliates provide professional assistance in evaluating the educational background of persons educated abroad. Advisory statements on educational equivalency are prepared on request for colleges and universities, professional associations, and public school systems. Prospective and current faculty are responsible for the cost of international transcript evaluation. See The Appendix for a listing of foreign credentialing evaluation services and other helpful Web sites.



A-Z Credentialing Parameters by Discipline

Course Prefix	Minimum Requirements	CTC (Transfer)	CNC (Non-Transfer)
ACCOUNTING			
ACG TAX	Master's degree in accounting, tax, business, business administration or finance + CPA <i>-or-</i> 18 graduate semester hours in accounting, tax, business, business administration or finance + Master's degree + CPA	✓	
ADVANCED MANUFACTURING			
EET ETI ETM ETS	Master's degree in one of the following engineering fields: technology, electrical, industrial, computer, mechanical, civil, chemical, architecture or manufacturing <i>-or-</i> 18 graduate hours in any combination of the following engineering fields: technology, electrical, industrial, computer, mechanical, civil, chemical, architecture or manufacturing + Master's degree	✓	

Course Prefix	Minimum Requirements	CTC (Transfer)	CNC (Non-Transfer)
ANTHROPOLOGY			
ANT	Master's degree in anthropology -or- 18 graduate semester hours in anthropology + Master's degree	✓	
ART			
ARH	Master's degree in art history -or- 18 graduate semester hours in art history + Master's degree	✓	
ART	Master's degree in art or fine art/studio art -or- 18 graduate semester hours in art or fine art / studio art + Master's degree	✓	
ASTRONOMY			
AST	Master's degree in astronomy or physics -or- 18 graduate semester hours in astronomy, and/or physics + Master's degree	✓	
BIOLOGICAL SCIENCES			
BSC 1005 BSC 1005L	Master degree in one of the following qualifying fields -or- 18 graduate semester hours in biology or related or applied biological science subfield + Master's degree Qualifying Fields. Agriculture, Biochemistry, Bioengineering, Biomedical research, Biophysics, Biotechnology, Botany, Cell biology, Conservation biology, Ecology, Environmental Biology, Genetics, Marine biology, Microbiology, Molecular biology, Mycology, Neurobiology, Pharmacy, Population biology, Pathobiology or pathology, Physiology, Phytopathology, or Zoology	✓	

Course Prefix	Minimum Requirements	CTC (Transfer)	CNC (Non-Transfer)
BIOLOGICAL SCIENCES contd.			
BOT	Master degree in one of the following qualifying fields <i>-or-</i> 18 graduate semester hours in biology or related or applied biological science subfield + Master's degree Qualifying Fields. Agriculture, Biochemistry, Bioengineering, Biomedical research, Biophysics, Biotechnology, Botany, Cell biology, Conservation biology, Ecology, Environmental Biology, Forestry, Genetics, Marine biology, Microbiology, Molecular biology, Mycology, Neurobiology, Population biology, Pathobiology or pathology, Physiology, Phytopathology, or Zoology	✓	
PLS	Master degree in one of the following qualifying fields <i>-or-</i> 18 graduate semester hours in biology or related or applied biological science subfield + Master's degree Qualifying Fields. Agriculture, Biochemistry, Bioengineering, Biomedical research, Biotechnology, Botany, Cell biology, Conservation biology, Ecology, Environmental Biology, Environmental Science, Genetics, Microbiology, Molecular biology, Mycology, Neurobiology, Population biology, Pathobiology or pathology, Physiology, Phytopathology, or Zoology	✓	
BSC 2010 BSC 2011	Master's degree in biology or a related biological science subfield <i>-or-</i> 18 graduate semester hours in biology or related biological science subfield + Master's degree Qualifying Fields. Agriculture, Biochemistry, Bioengineering, Biomedical research, Biophysics, Biotechnology, Botany, Cell biology, Conservation biology, Ecology, Environmental Biology, Genetics, Marine biology, Microbiology, Molecular biology, Mycology, Neurobiology, Population biology, Physiology, or Zoology	✓	

Course Prefix	Minimum Requirements	CTC (Transfer)	CNC (Non-Transfer)
BIOLOGICAL SCIENCES contd.			
BSC 2010L BSC 2011L	<p>Master degree in one of the following qualifying fields</p> <p style="text-align: center;">-or-</p> <p>18 graduate semester hours in biology or related or applied biological science subfield + Master's degree</p> <p>Qualifying Fields. Agriculture, Biochemistry, Bioengineering, Biomedical research, Biophysics, Biotechnology, Botany, Cell biology, Conservation biology, Ecology, Environmental Biology, Genetics, Marine biology, Microbiology, Molecular biology, Mycology, Neurobiology, Population biology, Pathobiology or pathology, Physiology, Phytopathology, or Zoology</p>	✓	
BSC 1020 MCB	<p>Master's degree in biology or related or applied biological science subfield</p> <p style="text-align: center;">-or-</p> <p>18 graduate semester hours in biology, medical sciences, or related or applied biological science subfield + Master's degree</p> <p>Qualifying Fields. Biochemistry, Bioengineering, Cell biology, Genetics, Marine biology, Microbiology, Molecular biology, Mycology, Neurobiology, Pathobiology or pathology, Physiology, Phytopathology, Visual Science, or Zoology</p>	✓	
BSC 1084C BSC 2085 BSC 2085L BSC 2086 BSC 2086L	<p>Master's degree in biology or related or applied biological science subfield</p> <p style="text-align: center;">-or-</p> <p>18 graduate semester hours in biology, medical sciences, or related or applied biological science subfield + Master's degree</p> <p>Qualifying Fields. Biochemistry, Bioengineering, Cell biology, Chiropractic, Genetics, Marine biology, Microbiology, Molecular biology, Mycology, Neurobiology, Pathobiology or pathology, Physiology, Phytopathology, Visual Science, or Zoology</p>	✓	

Course Prefix	Minimum Requirements	CTC (Transfer)	CNC (Non-Transfer)
BUSINESS			
GEB Except GEB 2100	Master's degree in accounting, business, marketing, management, finance, or business administration <p style="text-align: center;">-or-</p> 18 graduate semester hours in accounting, business, business administration, marketing, management or courses related to business, money and banking + Master's degree	✓	
GEB 2100	Master's degree in Business Administration, Human Resources, Management, Organizational Behavior, or Supervision & Management <p style="text-align: center;">-or-</p> 18 graduate hours in Business Administration, Human Resources, Management, Organizational Behavior, Supervision & Administration + Master's degree	✓	
ISM	Master's degree in Computer Science, Information Systems Management, Information Technology, Software Management, Computer Programming, Database Management, Enterprise Architecture Management, Production Management, or Quantitative Analysis <p style="text-align: center;">-or-</p> 18 graduate hours in Computer Science, Information Systems Management, Information Technology, Software Management, Computer Programming, Database Management, Enterprise Architecture Management, Production Management, or Quantitative Analysis+ Master's degree	✓	
MKA	Master's degree in Marketing, Administration or Mass Communication <p style="text-align: center;">-or-</p> 18 graduate hours in Marketing, Administration, or Mass Communication + Master's degree	✓	

Course Prefix	Minimum Requirements	CTC (Transfer)	CNC (Non-Transfer)
CHEMISTRY			
CHM 1020 CHM 1020L CHM 1032 CHM 1032L CHM 1045L	Master's degree in chemistry or an applied chemical subfield -or- 18 graduate semester hours in chemistry or an applied chemical subfield + Master's degree	✓	
CHM 1045 CHM 1046 CHM 1046L CHM 2210 CHM 2210L CHM 2211 CHM 2211L	Master's degree in chemistry -or- 18 graduate semester hours in chemistry + Master's degree	✓	
CHILD DEVELOPMENT			
CHD	Master's degree in psychology, mental health counseling, marriage and family, child and family development, and counseling and human systems -or- 18 graduate semester hours in psychology, mental health counseling, marriage and family, child and family development, and counseling and human systems + Master's degree	✓	

COLLEGE SUCCESS			
SLS <i>Except SLS1380</i>	<p>Master's degree in counseling, education, psychology, sociology, social work, or any other social science discipline with a minimum of one year experience in higher education, preferably the Community College.</p> <p><i>-or-</i></p> <p>Master's degree with at least 18 graduate hours in a combination of the following disciplines: counseling, education, psychology, sociology, social work, or any other social science discipline with a minimum of one year experience in higher education, preferably the Community College</p> <p>Credential changed 7/1/17. Those who taught this course at TCC prior to Fall 2017 will adhere to previous credential.</p>	✓	
SLS 1380	Master's degree with ICE House certification	✓	
COMPUTER LITERACY			
CGS 1030 CGS 1060 CGS 2517 CTS 1220C CTS 1230C CTS 2240C CTS 2401C CTS 1760C EME	<p>Master's degree in computer science, computer engineering, CIS, business or business/adult education, vocational education, instructional design, information technology, or related field with course work or experience in computer applications/ software computer engineering, or related field</p> <p><i>-or-</i></p> <p>18 graduate semester hours in computer science, computer engineering, computer information systems, computer-based information systems (e.g., management, decision), business, vocational education, business/adult education or, information technology, instructional design, educational technology or related field with course work or experience in computer applications/software + Master's degree</p>	✓	

Course Prefix	Minimum Requirements	CTC (Transfer)	CNC (Non-Transfer)
COMPUTER LITERACY contd.			
CGS 2100	<p>Master's degree in a business field (ie. management information systems, accounting, business, marketing, management, finance, business administration) or business education or computer science, computer engineering, CIS, business or business/adult education, vocational education, instructional design, information technology, or related field with course work or experience in computer applications/ software computer engineering, or related field</p> <p style="text-align: center;">-or-</p> <p>18 graduate semester hours in a business field or business education + Master's degree or computer science, computer engineering, computer information systems, computer-based information systems (e.g., management, decision), business, vocational education, business/adult education or, information technology, instructional design, educational technology or related field with course work or experience in computer applications/software + Master's degree</p>	✓	

Course Prefix	Minimum Requirements	CTC (Transfer)	CNC (Non-Transfer)
COMPUTER NETWORKING/PROGRAMMING			
CET CGS 1000 CGS 1820 CGS 2069 CGS 2540 CIS CNT COP CTS 1131 CTS 2123 CTS 2225C CTS 2321 CTS 2351	Master's degree in computer science, information studies, management information systems, computer engineering, computer information, computer networking, web technologies, cyber security, information security, or field related to current technology areas <p style="text-align: center;">-or-</p> 18 graduate semester hours in computer science, information studies, management information systems, computer engineering, computer information, web technologies, computer networking, cyber security, information security, or field related to current technology areas and/or professional certification(s) + Master's degree	✓	
CRIMINAL JUSTICE			
CCJ <i>Except CCJ2765</i> CJC CJE <i>Except CJE2640</i> CJJ CJL	Master's degree in criminal justice <p style="text-align: center;">-or-</p> 18 graduate semester hours in criminal justice + Master's degree	✓	
CJE 2640	Master's degree in criminal justice <p style="text-align: center;">-or-</p> Master's degree, with at least 1 year of experience in crime scene investigation or law enforcement	✓	

Course Prefix	Minimum Requirements	CTC (Transfer)	CNC (Non-Transfer)
DANCE			
DAA	Master's degree in dance <i>-or-</i> 18 hours of graduate coursework in dance + Master's degree	✓	
DENTAL ASSISTING			
A Licensed Dentist (D.D.S. or D.M.D.) with a course in Educational Methodology may teach any DEA, DEH or DES didactic, clinical or lab course.			
DEA & DES <i>Except Labs</i>	Bachelor's degree for didactic course instruction <i>-and-</i> Faculty must be a Dental Assisting National Board (DANB) Certified Dental Assistant (CDA) with a current active CDA certificate and a minimum of a vocational certificate		✓
DEA Labs DES 2100L	Dental Assisting preclinical and clinical faculty must be a Dental Assisting National Board (DANB) Certified Dental Assistant (CDA) with a current active CDA certificate and with a minimum of a vocational certificate		✓
DES 1200L	Dental Assisting preclinical and clinical faculty must be a Dental Assisting National Board (DANB) Certified Dental Assistant (CDA) with a current active CDA certificate and with a minimum of vocational certificate. <i>-or-</i> Licensed and Registered Dental Hygienists (RDH or CRDH)		✓

Course Prefix	Minimum Requirements	CTC (Transfer)	CNC (Non-Transfer)
DENTAL HYGIENE			
A Licensed Dentist (D.D.S. or D.M.D.) with a course in Educational Methodology may teach any DEA, DEH or DES didactic, clinical or lab course.			
DEH <i>Except Labs</i>	Bachelor's degree for didactic course instruction <i>-and-</i> All faculty (including clinical and lab instructors) must be licensed dental hygienists (RDH or CRDH) with relevant work experience and with a minimum of graduation from a Commission on Dental Accreditation (CODA) accredited dental hygiene program.		✓
DES 1020 DES 1200 DES 1200L DES 1600 DES 1840 DES 2100 DES 2100L DES 2502	Bachelor's degree for didactic course instruction <i>-and-</i> All faculty (including clinical and lab instructors) must be licensed dental hygienists (RDH or CRDH) with relevant work experience and with a minimum of graduation from a Commission on Dental Accreditation (CODA) accredited dental hygiene program.		✓
DEH 1802L DEH 2804L DES 2051	All faculty (including clinical and lab instructors) must be licensed dental hygienists (RDH or CRDH, CRDH preferred) with relevant work experience and with a minimum of graduation from a Commission on Dental Accreditation (CODA) accredited dental hygiene program.		✓

Course Prefix	Minimum Requirements	CTC (Transfer)	CNC (Non-Transfer)
DEVELOPMENTAL WRITING			
EAP	<p>Baccalaureate degree or higher in applied linguistics, teaching English to speakers of other languages (TESOL), or a related degree with demonstrated competencies in the field of TESOL and/or English as a second or foreign language. Demonstrated competencies shall include:</p> <ul style="list-style-type: none"> • a certificate in teaching English as a second or foreign language that is issued by an accredited institution of higher education and that includes dedicated coursework in methods of teaching English as a second or foreign language <p style="text-align: center;">-or-</p> <ul style="list-style-type: none"> • an ESOL Endorsement issued by the Florida Department of Education pursuant to Administrative Rule 6A-4.0244 <p style="text-align: center;">-or-</p> <ul style="list-style-type: none"> • one or more dedicated classes successfully completed at an accredited institution of higher education in the field of applied linguistics, TESOL, or a related area. 		✓
ENC 0028L	Baccalaureate degree in English, English education, or a related degree in literature, technical writing, or creative writing with competencies in English grammar and composition		✓
ENC 0017 ENC 0027	<p>Baccalaureate degree in English or a related field with reading competencies</p> <p style="text-align: center;">-or-</p> <p>Master's degree in Reading or a related field with English competencies</p> <p>Competencies:</p> <ul style="list-style-type: none"> • Reading certification or reading endorsement granted by a state board of education • Teaching certificate granted by a state board of education in language arts, reading, and/or writing in primary, secondary, or post-secondary education • Documented college coursework (at least one class) in reading, English, language arts, creative writing, rhetoric/composition, and or literature • Part-time or full-time reading and/or English instruction in primary, secondary, or post-secondary education • Documented experience tutoring in English and reading in a learning center setting 		✓

Course Prefix	Minimum Requirements	CTC (Transfer)	CNC (Non-Transfer)
DEVELOPMENTAL MATHEMATICS			
MAT <i>Except MAT1033</i>	Bachelor's degree in mathematics, mathematics education <p style="text-align: center;">-or-</p> A bachelor's degree with course work through Calculus I and competencies in developmental mathematics		✓
DIGITAL MULTIMEDIA			
CGS 1520	Master's degree in computer science, information studies, management information systems, computer information, or area dealing with visual communication and/or animation software <p style="text-align: center;">-or-</p> 18 graduate semester hours in computer science, information studies, management information systems, computer information, or area dealing with visual communication and/or animation software + Master's degree <p style="text-align: center;">-or-</p> Work experience and/or industry certifications + Master's degree	✓	
DIG	Master's degree in digital computing/digital media, broadcast communications, audio, graphic design, Web design, instructional design, educational technology, digital architecture or studio art <p style="text-align: center;">-or-</p> 18 graduate semester hours in digital media, broadcast communications, audio, graphic design, Web design, instructional design, educational technology, digital architecture or studio art or computing + Master's degree	✓	

Course Prefix	Minimum Requirements	CTC (Transfer)	CNC (Non-Transfer)
EARLY CHILDHOOD EDUCATION			
EDF 1004 EDG EEC EEX	<p>Master's degree in education, early childhood education, educational curriculum development and or field related to instruction/education</p> <p style="text-align: center;">-or-</p> <p>18 graduate semester hours in early childhood development, early childhood education, education, curriculum development as a subfield of education or specialized education subfield +Master's degree</p>	✓	
EARTH SCIENCE			
ESC EVR	<p>Master's degree with a major in geology, oceanography, meteorology, environmental sciences or earth science</p> <p style="text-align: center;">-or-</p> <p>18 graduate semester hours in geology, oceanography, meteorology, physical geography, environmental sciences or earth science + Master's degree</p>	✓	
ECONOMICS			
ECO	<p>Master's degree in economics</p> <p style="text-align: center;">-or-</p> <p>18 graduate semester hours in economics + Master's degree</p>	✓	
EDUCATION			
EDF <i>Except 1004</i>	<p>Master's degree with a major in education, or specialized education subfield</p> <p style="text-align: center;">-or-</p> <p>18 graduate semester hours in education, or specialized subfield + Master's degree</p>	✓	

Course Prefix	Minimum Requirements	CTC (Transfer)	CNC (Non-Transfer)
EMERGENCY MEDICAL TECHNOLOGY			
EMS	<p>Fulltime Faculty/ Lead Instructor</p> <p>Certificate of completion of level A and B EMS Instructor course</p> <p style="text-align: center;"><i>-and-</i></p> <p>A.A./A.S. degree</p> <p style="text-align: center;"><i>-and-</i></p> <p>Florida licensure as a Paramedic</p> <p style="text-align: center;"><i>-and-</i></p> <p>Successfully complete health screening, drug screening and clinical affiliate required background checks</p> <p>Adjunct Faculty</p> <p>Certificate of completion of level A EMS Instructor course</p> <p style="text-align: center;"><i>-and-</i></p> <p>A.A./A.S. degree</p> <p style="text-align: center;"><i>-and-</i></p> <p>Florida licensure as a Paramedic to teach paramedic courses and as an Emergency Medical Technician to teach in the EMT program</p> <p style="text-align: center;"><i>-and-</i></p> <p>Successfully complete health screening, drug screening and clinical affiliate required background checks</p> <p>Clinical Adjunct Faculty</p> <p>According to 64J-1.0201 (CoAEMSP accreditation standards IIIB.5.a&b), adjunct faculty who do not provide greater than five percent of the total hours of instruction in either didactic, laboratory, or clinical portions of the programs contact hours are exempt from all certification levels for full-time and adjunct faculty as listed above.</p> <p>Adjunct faculty who provide clinical instruction only, must possess three or more years of experience in a specialty area such as ER, ICU, OB, and/or OR and must possess a minimum of an associate's degree and be certified as a Florida Emergency Medical Technician-Basic, a paramedic or licensed Registered Nurse in good standing with the certifying agency and have at least three years of recent experience in the area where they provide clinical instruction.</p>		✓

	<p style="text-align: center;"><i>and</i></p> <p>Successfully complete health screening, drug screening and clinical affiliate required background checks</p> <p><u>Clinical Adjunct</u></p> <p>Faculty must meet the qualifying credential standard as stated within this Academic Faculty Credentials Manual for the subject area in which they are providing instruction.</p>		
Course Prefix	Minimum Requirements	CTC (Transfer)	CNC (Non-Transfer)
ENGINEERING TECHNOLOGY			
BCN BCT EGN EGS ETD	<p>Master's degree in engineering (all fields considered), architecture or building construction.</p> <p style="text-align: center;"><i>-or-</i></p> <p>18 graduate semester engineering (all fields considered), architecture or building construction + Master's degree</p>	✓	
SUR	<p>Minimum of an A.S. degree with appropriate preparation in surveying, GIS, GPS which includes course work and/or work experience in surveying, GIS, GPS</p>		✓
ENGLISH			
AML ENL LIT	<p>Master's degree in English or literature</p> <p style="text-align: center;"><i>-or-</i></p> <p>18 graduate semester hours in English and/or literature + Master's degree</p>	✓	
ENC 1101 ENC 1101C ENC 1102 ENC 1141 ENC 2210 CRW	<p>Master's degree in English, literature, or creative writing</p> <p style="text-align: center;"><i>-or-</i></p> <p>18 graduate semester hours in creative writing, English, literature, or combination of 18 graduate semester hours in these areas + Master's degree</p>	✓	

Course Prefix	Minimum Requirements	CTC (Transfer)	CNC (Non-Transfer)
ENTREPRENEURSHIP			
ENT <i>Except ENT2430</i>	Master's degree in accounting, business, marketing, management, finance, or business administration -or- 18 graduate semester hours in accounting, business, business administration, marketing, management or courses related to business, money and banking + Master's degree	✓	
ENT 2430	Juris doctorate degree.	✓	
FILM			
FIL MMC 1540	Master's degree in film or communications -or- 18 graduate semester hours in film or combination of film, humanities, or communications + Master's degree	✓	
FINANCIAL PLANNING			
FIN	Master's degree in finance, business, business administration, marketing, management or accounting -or- 18 graduate semester hours in accounting, business, business administration, marketing, management or finance + Master's degree	✓	
FORENSICS			
SPC 2512 SPC 2594 SPC 2595	Master's degree in communications, theater arts, or theatre -or- 18 graduate semester hours in communications, theater arts, or theatre + Master's degree	✓	

Course Prefix	Minimum Requirements	CTC (Transfer)	CNC (Non-Transfer)
FRENCH			
FRE	Master's degree in French. -or- Coursework in a doctoral program in a modern language with 18 graduate hours in French or a related area -or- 18 graduate semester hours in French + Master's degree	✓	
GEOGRAPHY			
GEA	Master's degree in geography -or- 18 graduate semester hours in geography + Master's degree	✓	
GEOLOGY			
GLY	Master's degree in geology or earth science -or- 18 graduate semester hours in geology or earth science + Master's degree	✓	
GERMAN			
GER	Master's degree in German -or- Coursework in a doctoral program in a modern language with 18 graduate hours in German or a related area -or- 18 graduate semester hours in German + Master's degree	✓	
GRAPHIC DESIGN/MULTIMEDIA			
GRA <i>Except 2140</i> PGY 2801C	Master's degree in fine arts, studio art, graphic design, or area dealing with visual communication software -or- 18 graduate semester hours in fine arts, studio art, graphic design, or area dealing with visual communication software + Master's degree	✓	

Course Prefix	Minimum Requirements	CTC (Transfer)	CNC (Non-Transfer)
GRAPHIC DESIGN/MULTIMEDIA contd.			
GRA 2140	Master's degree in graphic design, MFA, computer technology, information science/studies, computer networking, computer programming, digital media or area related to web design and functionality <p style="text-align: center;">-or-</p> 18 graduate semester hours in graphic design, MFA, computer technology, information science/studies, computer networking, computer programming, digital media or area related to web design and functionality + Master's degree	✓	
HEALTH EDUCATION AND SAFETY			
HSC 2200	Master's degree in health education or public health and appropriate professional experience <p style="text-align: center;">-or-</p> 18 graduate semester hours with a concentration in health education or public health field + Master's degree	✓	
HSC 1100	Master's degree in health education, public health, wellness, fitness, physical education, or field related to good health and positive life skills <p style="text-align: center;">-or-</p> 18 graduate semester hours in health education, public health, physical education, wellness, fitness, or field related to good health and positive life skills + Master's degree	✓	
HSC 2531	Master's degree in health education or public health <p style="text-align: center;">-or-</p> 18 graduate semester hours in health education or public health or qualifying field + Master's degree Qualifying fields: Dietetics, Environmental Health, Epidemiology, Health Sciences, Health Sciences Administration Healthcare Ethics, Occupational Health, Public Health, Medicine, Chiropractic Medicine, Osteopathic Medicine, or Nursing	✓	

Course Prefix	Minimum Requirements	CTC (Transfer)	CNC (Non-Transfer)
HISTORY			
AMH EUH HIS WOH	<p>Master's degree with a major in history</p> <p style="text-align: center;">-or-</p> <p>18 graduate semester hours in history + Master's degree</p>	✓	
HUMAN DEVELOPMENT			
DEP	<p>Master's degree in psychology, mental health counseling, counseling and human systems, marriage and family, child and family development, or counseling psychology</p> <p style="text-align: center;">-or-</p> <p>18 graduate semester hours in psychology, mental health counseling, counseling and human systems, marriage and family, child and family development, or counseling psychology + Master's degree</p>	✓	
HUMANITIES			
HUM2020 HUM 2210 HUM 2230	<p>Master's degree in humanities, literature, philosophy, religion, ethics, classics, music history, musicology or art history</p> <p style="text-align: center;">-or-</p> <p>18 graduate semester hours in one or combination of the following areas: humanities, literature, philosophy, religion, ethics, classics, music history, musicology or art history + Master's degree</p>	✓	
HUM 2942	<p>Master's degree in art history or studio art</p> <p style="text-align: center;">-or-</p> <p>18 graduate semester hours in art history or studio art + Master's degree</p>	✓	
HUMANITIES MUSIC			
MUH MUL HUM 2525 HUM 2529	<p>Master's degree in musicology, ethnomusicology, world music, or music history</p> <p style="text-align: center;">-or-</p> <p>18 graduate semester hours in musicology, ethnomusicology, world music, or music history + Master's degree</p>	✓	

Course Prefix	Minimum Requirements	CTC (Transfer)	CNC (Non-Transfer)
INTERDISCIPLINARY STUDIES			
IDH	<p>Master's degree with a major in humanities area, history, mathematics, English, science, social or behavioral sciences, or communications as appropriate for the topic and themes of the particular IDH course.</p> <p style="text-align: center;">-or-</p> <p>18 graduate semester hours in humanities area, history, mathematics, English, science, social or behavioral sciences, or communications or combination of these areas as appropriate for the topic and themes of the particular IDH course + Master's degree.</p>	✓	
IDS 2311	<p>Master's degree with a major in humanities area, history, mathematics, English, science, social or behavioral sciences, or communications as appropriate for the topic and themes of the particular IDS course.</p> <p style="text-align: center;">-or-</p> <p>18 graduate semester hours in humanities area, history, mathematics, English, science, social or behavioral sciences, or communications or combination of these areas as appropriate for the topic and themes of the particular IDS course + Master's degree.</p>	✓	
IDS 2930	<p>Master's degree with a major in any discipline as appropriate for the topic and themes of the particular IDS course.</p>	✓	
IDS 2941	<p>Master's degree in business, law, legal studies, international affairs, management, business administration, higher education or related field.</p> <p style="text-align: center;">-or-</p> <p>18 graduate semester hours in business, law, legal studies, international affairs, management, or business administration + Master's degree</p>	✓	

Course Prefix	Minimum Requirements	CTC (Transfer)	CNC (Non-Transfer)
JOURNALISM			
MMC <i>Except 1540</i>	Master's degree in journalism or communications <i>-or-</i>	✓	
JOU 2420L	18 graduate semester hours in journalism or communications + Master's degree		
JOU 2440L	Master's degree in journalism, communications, English or creative writing <i>-or-</i> 18 graduate semester hours in journalism, communications, English or creative writing + Master's degree	✓	
LATIN			
LAT	Master's degree in classics with concentration/specialization in Latin and Greek language and literature <i>-or-</i> 18 graduate semester hours in Latin + Master's degree	✓	
LIBRARY SCIENCE			
LIS	Master's degree in library and information studies or equivalent	✓	
LOGIC			
PHI 2100	Master's degree in philosophy <i>-or-</i> 18 graduate semester hours in philosophy + Master's degree	✓	
MANAGEMENT			
MAN MNA SBM	Master's degree in management, marketing, business or business administration <i>-or-</i> 18 graduate semester hours business, business administration, marketing or management + Master's degree	✓	

Course Prefix	Minimum Requirements	CTC (Transfer)	CNC (Non-Transfer)
MARKETING			
MAR	Master's degree in marketing, management, business or business administration <i>-or-</i> 18 graduate semester hours in business, business administration, management or marketing + Master's degree	✓	
MATHEMATICS			
MAC <i>Except 1105</i> MAP	Master's degree in mathematics <i>-or-</i> 18 graduate semester hours in mathematics + Master's degree	✓	
MAC 1105 MAD 1100 MGF	Master's degree in mathematics <i>-or-</i> Master's degree in statistics <i>-or-</i> 18 graduate semester hours in mathematics or statistics + Master's degree	✓	
MAT 1033	Master's degree in mathematics <i>-or-</i> Master's degree in statistics <i>-or-</i> 18 graduate semester hours in mathematics or statistics + Master's degree <i>-or-</i> Master's degree in mathematics education and bachelor's degree in mathematics, statistics or engineering or completion of calculus sequence I – II and Calculus III or an equivalent course	✓	
METEROLOGY			
MET	Master's degree in meteorology <i>-or-</i> 18 graduate semester hours in meteorology + Master's degree	✓	

Course Prefix	Minimum Requirements	CTC (Transfer)	CNC (Non-Transfer)
MILITARY SCIENCE			
MSL	Bachelor's degree + specialized academic training, professional training, leadership training, and demonstrated contributions to the teaching profession	✓	
MUSIC			
MUN	Master's degree in musicology, ethnomusicology, or world music -or- 18 graduate semester hours in musicology, ethnomusicology, or world music + Master's degree	✓	
MVS	Master's degree in music performance -or- 18 graduate semester hours in applied guitar + Master's degree	✓	
NURSING (ASN)			
NUR <i>1000 and 2000 level courses</i>	<p>Full-time Faculty Registered nurse professional licensure in Florida, and a master's degree in nursing and a minimum of 2 years of recent clinical experience.</p> <p>-and-</p> <p>Must successfully complete health screening, drug screening and clinical affiliate required background checks.</p> <p>Clinical/Lab Adjunct Registered nurse professional licensure in Florida, and a bachelor's degree in nursing and a minimum of 2 years of recent clinical experience.</p> <p>Must successfully complete health screening, drug screening and clinical affiliate required background checks.</p>		✓

Course Prefix	Minimum Requirements	CTC (Transfer)	CNC (Non-Transfer)
NURSING (B.S.N.)			
NUR 3000 and 4000 level courses	<p>A minimum of a graduate degree with a major in nursing, doctorate in nursing preferred.</p> <p style="text-align: center;"><i>-and-</i></p> <p>Registered nurse professional licensure in Florida.</p>	✓	
NURSING ASSISTANT			
PRN	<p>Registered nurse licensed in the State of Florida.</p> <p style="text-align: center;"><i>-and-</i></p> <p>Must successfully complete health screening, drug screening and clinical affiliate required background checks.</p>		✓
NUTRITION			
HUN	<p>Master's degree in nutrition or dietetics</p> <p style="text-align: center;"><i>-or-</i></p> <p>18 graduate semester hours in nutrition, or dietetics + Master's degree</p>	✓	
OCEANOGRAPHY			
OCE	<p>Master's degree in oceanography, geology, earth science, or related marine science subfield</p> <p style="text-align: center;"><i>-or-</i></p> <p>18 graduate semester hours in oceanography, geology, earth science, or marine science subfield + Master's degree</p>	✓	

Course Prefix	Minimum Requirements	CTC (Transfer)	CNC (Non-Transfer)
OFFICE ADMINISTRATION			
OST	<p>Master's degree with coursework relevant to office systems technology in business or business education.* Other OST appropriate academic preparation in office systems technology, business administration, vocational education or business education areas</p> <p style="text-align: center;">-or-</p> <p>18 graduate hours of course work relevant to office systems technology in business or business education* or vocational education + Master's degree</p> <p>* Note: Specialized graduate course work in office systems technology does not exist. Graduate training in the areas of business administration and /or business education must provide substantive preparation related to the office</p>	✓	
PARALEGAL/LEGAL STUDIES			
BUL <i>Except 2242</i>	<p>Juris doctorate</p> <p style="text-align: center;">-or-</p> <p>18 graduate hours of concentration in legal courses + Master's degree in accounting or business</p>	✓	
BUL 2242 CCJ 2760 PLA	Juris doctorate degree	✓	
IDS 2182	<p>Juris doctorate degree</p> <p style="text-align: center;">-or-</p> <p>18 graduate hours in applied ethics + Master's degree in business, law, legal studied, international affairs, management, marketing, business administration or discipline where applied ethics coursework is a component of the curriculum</p>	✓	
PERSONAL & SOCIAL ADJUSTMENT			
CLP	<p>Master's degree in psychology, mental health counseling, marriage and family, child and family development, counseling psychology, or counseling and human systems</p> <p style="text-align: center;">-or-</p> <p>18 graduate semester hours in psychology, mental health counseling, counseling psychology, or counseling psychology and human systems +Master's degree</p>	✓	

Course Prefix	Minimum Requirements	CTC (Transfer)	CNC (Non-Transfer)
PHILOSOPHY			
PHI <i>Except 2100</i>	Master's degree in philosophy -or- 18 graduate semester hours in philosophy + Master's degree	✓	
PHOTOGRAPHY			
PGY 1800C	Master's degree in studio art, fine art or photography -or- 18 graduate semester hours in studio art, fine art or photography + Master's degree	✓	
PHYSICAL EDUCATION & RECREATION			
LEI PEO PET SPM	Master's degree with a major in physical education, kinesiology, exercise physiology, chiropractic or discipline related to exercise, sports, sports management or sports injuries -or- 18 graduate semester hours in physical education, kinesiology, chiropractic, exercise physiology+ Master's degree	✓	
PEL	Master's degree in physical education, exercise physiology/science, chiropractic, kinesiology or related discipline -and- Academic or work experience in specific area, recognized ranking, or credential in specific area or state certification	✓	
PHYSICAL SCIENCE			
PSC	Master's degree in physics or a physical science -or- 18 graduate semester hours in physics or a physical science + Master's degree	✓	

Course Prefix	Minimum Requirements	CTC (Transfer)	CNC (Non-Transfer)
PHYSICS			
PHY <i>Except 1020</i>	Master's degree in physics -or- 18 graduate semester hours in physics + Master's degree	✓	
PHY 1020	Master's degree in physics or an applied physics subfield -or- 18 graduate semester hours in physics or an applied physics subfield + Master's degree	✓	
POLITICAL SCIENCE			
CPO INR POS <i>Except 1601</i>	Master's degree in political science, comparative politics, government studies, or international relations -or- 18 graduate semester hours in political science, comparative politics, government studies, or international relations + Master's degree	✓	
POS 1601	Juris doctorate or Masters in Law -or- Master's degree in political science, comparative politics, government studies or international relations -or- 18 graduate semester hours in political science, comparative politics, government studies, or international relations + Master's degree.	✓	
PSYCHOLOGY			
CLP 2140 PSY SOP <i>Except 2740</i>	Master's degree in psychology, mental health counseling, marriage and family, child and family development, psychology and human systems, or counseling psychology -or- 18 graduate semester hours in psychology, mental health counseling, psychology and human systems, or counseling psychology and human systems + Master's degree	✓	

Course Prefix	Minimum Requirements	CTC (Transfer)	CNC (Non-Transfer)
PSYCHOLOGY cont.			
SOP 2740	Master's degree in social work, psychology, mental health counseling, or clinical social work or one of the qualifying fields <p style="text-align: center;">-or-</p> 18 graduate semester hours in any combination in the qualifying fields social work, psychology, mental health counseling, or clinical social work + Master's degree Qualifying Fields: Psychology, Mental Health Counseling, Gender Studies or Woman's Studies	✓	
PUBLIC ADMINISTRATION			
PAD	Master's degree with a major in public administration, political science, or government studies <p style="text-align: center;">-or-</p> 18 graduate semester hours in public administration, political science, or government studies + Master's degree	✓	
RADIOLOGIC TECHNOLOGY			
RTE	<p>Fulltime Didactic Faculty. Holds a minimum a bachelor's degree, possess two years of recent clinical experience in the professional discipline; holds current American Registry of Radiologic Technologists (AART) certification and registration, or equivalent in radiography, , and successfully complete health screening, drug screening and clinical affiliate required background checks.</p> <p>Adjunct Faculty (including clinical instructors). Holds academic and / or professional credentials appropriate to the subject content area taught, preferably a minimum of an associate degree, current American Registry of Radiologic Technologists (AART) certification and registration and two years recent clinical experience in the professional discipline, and successfully complete health screening, drug screening and clinical affiliate required background checks.</p> <p>All faculty must be licensed in the State of Florida.</p>		✓

Course Prefix	Minimum Requirements	CTC (Transfer)	CNC (Non-Transfer)
RELIGION			
REL	Master's degree in religion or religious studies <i>-or-</i> 18 graduate semester hours in religion or religious studies + Master's degree	✓	
RESPIRATORY CARE			
RET	Faculty must have a minimum of a Baccalaureate degree (in any field), must be a Registered Respiratory Therapists (RRT), or appropriately credentialed for the content areas they teach and knowledgeable in subject matter through training and experience as evidenced by CV or resume. All faculty must be licensed in the State of Florida <i>-and-</i> Minimum of two (2) years in clinical respiratory care as a Registered Respiratory Therapist. <i>-and-</i> Must successfully complete health screening, drug screening, and clinical affiliate required background checks		✓
RISK MANAGEMENT INSURANCE			
RMI	Master's degree with a major in business, human resources, management, or related field and insurance certification <i>-or-</i> 18 graduate semester hours in a qualifying field + Master's degree + insurance certification <i>-or-</i> Bachelor's degree in any combination of the qualifying fields + insurance certification + 5 years work experience in Insurance or Risk Management Qualifying fields: business, human resources, management, or related field and insurance certification	✓	

Course Prefix	Minimum Requirements	CTC (Transfer)	CNC (Non-Transfer)
SOCIAL WORK			
SOW	Master's degree in social work, psychology, mental health counseling, or clinical social work -or- 18 graduate semester hours in social work, psychology, mental health counseling, or clinical social work + Master's degree	✓	
SOCIOLOGY			
SYG <i>Except 2340 and 2430</i>	Master's degree in sociology -or- 18 graduate semester hours in sociology + Master's degree	✓	
SYG 2340	Master's degree in sociology, human sexuality, marriage and family, or counseling and human systems -or- 18 graduate semester hours in sociology, human sexuality, marriage and family, or counseling and human systems + Master's degree	✓	
SYG 2430	Master's degree in sociology, marriage and family, counseling and human systems -or- 18 graduate semester hours in sociology, marriage and family, counseling and human systems + Master's degree	✓	
SPANISH			
SPN	Master's degree in Spanish -or- Coursework in a doctoral program in a modern language with 18 graduate hours in Spanish or a related area -or- 18 graduate semester hours in Spanish + Master's degree	✓	

Course Prefix	Minimum Requirements	CTC (Transfer)	CNC (Non-Transfer)
SPEECH			
SPC <i>Except 2594 and 2595</i>	Master's degree in speech or communications -or- 18 graduate semester hours in speech or communications + Master's degree	✓	
STATISTICS			
STA	Master's degree in statistics -or- Master's degree in mathematics with at least 6 graduate semester hours in statistics -or- 18 graduate semester hours in mathematics and statistics with at least 6 of those hours in statistics + Master's degree	✓	
SURGICAL SERVICES			
HSC 1538	A minimum of an A.S. degree in a health care profession		✓
HSC 1434C	A minimum of an A.S. degree in a Health Science or related field. Central Sterile Processing Department Technologist (CSPDT) preferred. Additional credentials as a Certified Surgical Technologist (CST) is preferred.		✓

Course Prefix	Minimum Requirements	CTC (Transfer)	CNC (Non-Transfer)
SURGICAL SERVICES contd.			
HSC <i>Except 1434C and 1538</i> STS <i>Except 1925C and 1926C</i>	A minimum of an A.S. degree surgical technology -or- A certificate in surgical technology with an A.A. or A.S. in any discipline. A minimum total of two years of experience, either in the operating room scrub role or as an instructor in surgical technology or a combination of both within the past five years. Must possess a credential in a field of surgical technology through a national certification program that is accredited by the National Commission on Certifying Agencies (NCCA).		✓
STS 1925C STS 1926C	A minimum of two years of current endoscopy experience with a minimum of a vocational certificate. Certification as a GI Technician Specialist (GTS) and/or GI Endoscopy Nurse through Society of Gastroenterology Nurses and Associates, Inc. is preferred.		✓
THEATER			
ORI THE 2090 TPA 1200 TPP <i>Except 2250</i>	Master's degree in theater or theater arts -or- 18 graduate semester hours in theater or theater arts + Master's degree	✓	
THE <i>Except 2090</i>	Master's degree in theater -or- 18 graduate semester hours in theater + Master's degree	✓	
TPP 2250	18 graduate semester hours in theater or music + Master's degree -or- Master's degree in theater, or music or music theater	✓	



Faculty Credentials Report

TCC SAMPLE

Exception. Review Based on Experience and Professional Contributions

The individual associated with this review has been recommended as a Credential Status CE (Credentialed as an Exception). This applicant does not meet degree and course work criteria, but is approved based on professional experience and contributions to the teaching discipline.

Faculty Applicant: Jane D. Dancer Teaching Discipline: Dance

EXPLANATION

Ms. Jane Dancer has, over a period of twenty years, accumulated extensive professional experience as a dancer and dance instructor in the community. She has served a choreographer and instructor for various dance companies, community theaters and cultural programs. Documented evidence on professional experience and contributions to the teaching discipline are provided in this portfolio including: published reviews on various dance performances from the Miami Herald and the Atlanta Journal, a letter of reference from the Dancer's Guild on her work as a choreographer and instructor of dance, published materials on professional contributions to an Interpretive Dance Outreach program sponsored by the Tallahassee Department of Parks and Recreation and other letters of reference on community dance performances.

Signed Appropriate Dean



Important Links

[Online Faculty Enrollment Qualifications Form](#)

[SACSCOC Faculty Credentials Guidelines](#)

[Regional Accrediting Associations Listing](#)

[Curriculum Proposal Forms](#) (secure login required)

[Higher Education Directory](#)



Appendix: Foreign Credential Evaluation Services and Helpful Websites

Tallahassee Community College accepts foreign transcript evaluations only from The National Association of Credential Evaluation Services (website www.naces.org). NACES currently includes the following members:

A2Z Evaluations, LLC

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

Phone: (781) 235-7425
Fax: (781) 235-6831
Email: edint@gis.net
<http://www.educationinternational.org>

Academic Evaluation Services, Inc.

11700 North 58th Street, Suite C
Tampa, FL 33617
Phone: (813) 374-2020
Fax: (813) 374-2023
Email: info@aes-edu.org <http://www.aes-edu.org>

Educational Credential Evaluators, Inc.

P.O. Box 514070 Milwaukee
WI 53203-3470 Phone: (414) 289-3400
Fax: (414) 289-3411
Email: eval@ece.org
<http://www.ece.org>

Center for Applied Research, Evaluations, & Education, Inc.

P.O. Box 20348
Long Beach, CA 90801 Phone: (714) 237-9272
Fax: (714) 237-9279
Email: eval_caree@yahoo.com
<http://www.iescaree.com>

Educational Perspectives, Inc.

P.O. Box 618056 Chicago, IL 60661-8056
Phone: (312) 421-9300
Fax: (312) 421-9353
Email: info@educational-perspectives.org
<http://www.educational-perspectives.org>

Education International, Inc.

29 Denton Road
Wellesley, MA 02482

Educational Records Evaluation Service, Inc.

601 University Avenue, Suite 127
Sacramento, CA 95825-
Phone: (916) 921-0790
Fax: (916) 921-0793
Email: edu@eres.com <http://www.eres.com>

e-ValReports

3213 West Wheeler Street, #287
Seattle, WA 98199
Phone: (206) 257-4249
Fax: (206) 687-7944
Email: brad@e-valreports.com
<http://www.e-valreports.com>

Evaluation Service, Inc.

P.O. Box 85
Hopewell Jct., NY 12533
Phone: (845) 223-6455
Fax: (845) 223-6454
Email: esi2@frontiernet.net
<http://www.evaluationsservice.net/>

Foreign Academic Credential Service, Inc.

P.O. Box 400
Glen Carbon, IL 62034
Phone: (618) 656-5291
Fax: (618) 656-5292
<http://www.facsusa.com>

Foreign Educational Document Service

P.O. Box 151739
San Diego, CA 92175
Phone: (619) 265-5810
<http://www.documentservice.org>

Foundation for International Services, Inc.

14926 – 35th Avenue West Suite 210
Lynnwood, WA 98087
Phone: (425) 248-2255
Fax: (425) 248-2262
Email: info@fis-web.com
<http://www.fis-web.com>

Global Credential Evaluators, Inc.

P.O. Box 9203
College Station, TX 77842-9203
Phone: (512) 528-0908
Fax: (512) 528-9293
Email: gce@gceus.com <http://www.gceus.com> or
<http://www.gcevaluators.com>

Global Services Associates, Inc.

2554 Lincoln Boulevard #445
Marina del Rey, CA 90291
Phone: (310) 828-5709
Fax: (310) 828-5709
Email: info@globaleval.org
<http://www.globaleval.org>

International Academic Credential Evaluators, Inc.

P.O. Box 2465
Denton, TX 76202-2465
Phone: (940) 383-7498
Fax: (940) 382-4874
Email: staff@iacei.net
<http://www.iacei.net>

International Consultants of Delaware, Inc.

P.O. Box 8629
Philadelphia, PA 19101-8629
Phone: (215) 222-8454 X510
Fax: (215) 349-0026
Email: icd@icdel.com
<http://icdel.com>

International Education Research Foundation, Inc.

P.O. Box 3665
Culver City, CA 90231-3665
Phone: (310) 258-9451
Fax: (310) 342-7086
Email: information@ierf.org
<http://www.ierf.org>

**Josef Silny & Associates, Inc. International
Education Consultants**

7101 S.W. 102 Avenue
Miami, FL 33173
Phone: (305) 273-1616
Fax: (305) 273-1338
Fax: (305) 273-1984 (Translations)
email: info@jsilny.com
<http://www.jsilny.com>

SpanTran Educational Services, Inc.

7211 Regency Square Blvd., Suite 205
Houston, TX 77036-3197
Phone: (713) 266-8805
Fax: (713) 789-6022
<http://www.spantran-edu.com>

Transcript Research

9090 Skillman, #182-A
PMB 364
Dallas, TX 75243
Phone: 214.810.1124
Fax: 888.745.6756
email: info@transcriptresearch.com
<http://www.transcriptresearch.com>

World Education Services, Inc.

P.O. Box 5087 Bowling Green Station
New York, NY 10274-5087
Phone: (212) 966-6311
Fax: (212) 739-6100
email: info@wes.org
<http://www.wes.org/>

The website www.collegesource.org provides accreditation information on colleges. The website www.SACSCOCcoc.org has links to the other accrediting agencies, and it provides a .pdf document of the SACSCOC member institutions.

Updated May 25, 2021