CBC Faculty Credentialing Verification

**(This Form is to be completed by qualified personnel and is required to be approved prior to employment)**

**Name: Division/Program:**

**Expected hire Date: Location of Initial Assign.: Date Form submitted:**

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| --- |
| **Educational Credentials to support teaching assignment: LIST ONLY HIGHEST DEGREE ATTAINED****official copy** |
| Specific Degree | Field | College/University | Licensure/Certification |
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| --- | --- | --- |
| **A. General Education & Career Discipline Courses designed for transfer** | **Check**  | **Courses/discipline qualified to teach** |
| 1. A Master’s or doctoral degree with a major in the teaching discipline
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| 1. A Master’s or doctoral degree with 18 Graduate Hours in teaching discipline (***highlight these courses on the transcript***)
 |  |  |
| 1. Other Qualifications: justification and documentation in file
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|  |  |  |
| **B. Career/technical courses not designed for transfer:** |
| 1. Baccalaureate degree in teaching discipline
 |  |  |
| 1. AAS with appropriate work experience; justification and documentation in file
 |  |  |
| 1. Other required qualifications: industry certification(s) or licensure documentation in file
 |  |  |
|  |  |  |
| **C. Developmental Studies Courses:** |
| 1. Meets campus qualification requirements
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|  |  |  |
| **D. Compliance Review Board submission required?** | **YES** |  | **NO** |  |
|  |  |  |  |  |
| **E. Additional qualified courses to teach:** |  |  |  |  |
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|  |  |  |  |  |
| **F. Training Requirements:** |  |  Blackboard |  |  Campus Connect |  |  Faculty Orientation |
|  |  | Other required training (please list, i.e. EDUC 1300, BCIS 1305, College Readiness, etc.) |
|  |  |
|  |  |

 **Approval of completed checklist:**

Credentialing verification completed by:

Director: Date:

Dean: Date:

HR Final Verified by: Hire Date: