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 | | | | | | | |  | |  | | |
| 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 | | | | | | | |  | |  | | |
|  | | | | | | | |  | |  | | |
| **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 | | | | | | | |  | |  | | |
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| **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.) | | | | | | | | | | |
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**Approval of completed checklist:**

Credentialing verification completed by:

Director: Date:

Dean: Date:

HR Final Verified by: Hire Date: