

POLK STATE

COLLEGE

FACULTY CREDENTIALING MANUAL



ACADEMIC SERVICES

APRIL 2011

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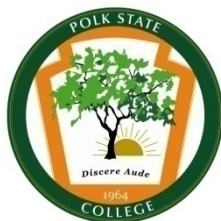
FACULTY GUIDELINES

Credentialing Parameters for Particular Disciplines

Degrees and course work must be obtained from institutions that are “regionally accredited” through the (1) Middle States, (2) New England, (3) North Central, (4) Northwest, (5) Southern or (6) Western associations or commissions. Any deviation from this practice must be approved by the President of the College or his/her designee in conjunction with the Vice President, Human Resources, Diversity, or appropriate credentialing authority. International credentials must be assessed as equivalent academic preparation by an approved evaluation service.

Course work submitted by the faculty applicant as graduate credit must be clearly designated by the granting institution as part of a graduate program, or formally validated by the granting institution as graduate-level study. Official documentation must be provided by the granting institution.

Note: Quarter hours must be converted to semester hours. To do this, multiply the quarter hours by 2/3.



International Credentials Evaluations

Credentials Evaluation Services

Faculty with international degrees must have their coursework evaluated in terms of U.S. "equivalency." Polk State College requires that all international credential evaluations be conducted by one of the companies affiliated with the [National Association of Credential Evaluation Services, Inc.](http://www.naces.org/) (NACES®). More information about NACES® affiliates can be obtained at the NACES® website: <http://www.naces.org/>. NACES® 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. Faculty is responsible for the cost of international transcript evaluation.

POLK STATE COLLEGE

Steps in the Faculty Credentialing Process

1. The Academic Dean receives application and unofficial/official transcripts along with all certifications/licenses where appropriate. All official transcripts are to be sent directly to the attention of the Academic Dean.
2. The Academic Dean checks regional accreditation of school(s) through **College Source Online**.
3. The Academic Dean indicates for what area(s) instructor is credentialed (BAS, AA Transfer, or AS/AAS Programs).
4. The Academic Dean lists the highest degree awarded in the teaching field and/or graduate courses along with master's degree used for teaching transfer and BAS degree courses.

For non-transfer courses, the dean lists degrees, certifications and work experience where appropriate. The dean is responsible for collecting copies of all licenses/certifications. The dean or designee will double check expiration dates, etc. for medical licensing (for limited access medical programs) through **Florida Medical License Search** on the WEB.

5. The Academic Dean lists course(s) and/or discipline(s) for which degrees and/or courses and/or work experience certify the instructor to teach.
6. After signing, the Academic Dean forwards a packet including the completed credential form along with transcripts, the application and an RPA to the Provost for review and signature for new part-time instructors. For new full-time instructors, all of this information along with the REX forms will be forwarded in a packet to the Provost. For re-credentialing a current instructor, the credential form along with the newest transcripts and/or certifications will be forwarded.
7. After reviewing and signing the form, the Provost forwards the packet to the Vice President of Academic and Student Services for review and signature.
8. After reviewing and signing the form, the Vice-President forwards the packet to Human Resources.
9. An HR representative signs the credential form and creates a file for the employee.
10. HR determines if there are official transcripts for the employee and enters the credentials in Genesis.
11. If there are no official transcripts, HR will send a request to the employee to have official transcripts sent directly to the HR office. HR will regularly check with PSC Registrar's office to determine if they are in possession of new faculty and staff credentials. HR will contact the Academic Deans if HR is unsuccessful in obtaining official faculty transcripts.
12. Once HR receives all official transcripts, the file is completed and Genesis is updated.
13. The completed file is then kept in the HR file room. Original Credentials are kept on file and a copy scanned by HR.

FACULTY CREDENTIALS SUMMARY AND ACTION FORM

Faculty Name: _____

Review Date: _____

Division: _____

Reviewer: _____

Planned Assignment: BAS AA Trans College Prep AS/AAS/Cert.

Educational Credentials: *(Enter in descending order from most advanced degree)*

Degree	Institution	Region Accred?	Major	Year Earned	18 Grad Sem Hrs?	Official Transcript on File?	Initials

Courses fulfilling 18 graduate semester hour requirement:

Course Prefix and Number	Course Title Please write out full title	Institution	Sem Cr. Hours

Alternative Credentials: *(Please list all credentials used instead of graduate credit in teaching field. Supporting documentation attached).*

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PSC Courses Qualified to Teach:

Course(s) Prefix and number	Wildcard:

Signature	Date
Submitted By Dean:	
Reviewed By Provost:	
Reviewed By Vice President:	
Received In HR:	

Credentialing Parameters by Discipline Area

A

DISCIPLINE AREA			ACCOUNTING
Course Prefix	T (Transfer)	N (Non-Transfer)	Minimum Requirements
ACG 2001 ACG 2011 ACG 2071 ACG 2100 ACG 2450 APA 1111 TAX 2000 ACG 2072 ACG 3024	<input checked="" type="checkbox"/>		Master's degree with a major in Accounting or Master's degree with at least 18 graduate hours in Accounting
<p>Notes: Upper Division courses - Doctorate preferred. Degrees in the areas of Taxation or Auditing will require appropriate description and documentation from the granting institution as graduate work in Accounting.</p>			

DISCIPLINE AREA			ANTHROPOLOGY
Course Prefix	T (Transfer)	N (Non-Transfer)	Minimum Requirements
ANT	<input checked="" type="checkbox"/>		Master's degree with 18 graduate semester hours in Anthropology or Master's degree with a major in Anthropology

DISCIPLINE AREA			ART
Course Prefix	T (Transfer)	N (Non-Transfer)	Minimum Requirements
ARH ART	<input checked="" type="checkbox"/>		Master's degree with 18 graduate semester hours in Art or Fine Art or Master's degree with a major in Art or Fine Art

DISCIPLINE AREA			ASTRONOMY
Course Prefix	T (Transfer)	N (Non-Transfer)	Minimum Requirements
AST	<input checked="" type="checkbox"/>		Master's degree with 18 graduate semester hours in Astronomy, Physics, or a related physical science subfield or Master's degree with a major in Astronomy,

			Physics, or a related physical science subfield
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Credentialing Parameters by Discipline Area

B

DISCIPLINE AREA			BANKING
Course Prefix	T (Transfer)	N (Non-Transfer)	Minimum Requirements
BAN 1004 BAN 2231 BAN 2240	<input checked="" type="checkbox"/>		Master's degree in Finance, Financial Services, or Banking 2 years in related work experience or Master's degree with at least 18 graduate semester hours in appropriate combination of the following subject areas: Commercial Banking Commercial/Consumer Lending Credit Analysis Financial Management and Analysis Financial Planning International Banking and Finance Investments Real Estate Finance Treasury Management

DISCIPLINE AREA			BIOLOGY
Course Prefix	T (Transfer)	N (Non-Transfer)	Minimum Requirements
BSC 1005C BSC 1010C BSC 1011C BSC 1930	<input checked="" type="checkbox"/>		Master's degree with 18 graduate semester hours in Biology, Botany, Zoology, or related biological science sub-field or Master's degree with a major in Biology, Botany, Zoology, or a related biological science sub-field
BSC 1084C, BSC 2085C BSC 2086C MCB 2010C	<input checked="" type="checkbox"/>		Master's degree with 18 graduate semester hours in Biology, Botany, Zoology, or related biological science sub-field or Master's degree with a major in Biology, Botany, Zoology, or a related biological science sub-field or Medical, Dental, or Chiropractic degree*

DISCIPLINE AREA			BUSINESS ADMINISTRATION AND MANAGEMENT
Course Prefix	T (Transfer)	N (Non-Transfer)	Minimum Requirements
BUL 2241 BUL 2131 BUL 3310	<input checked="" type="checkbox"/>		Master's degree with at least 18 graduate semester hours in Law or Business Law or Juris Doctorate
GEB 1011 GEB 4376 GEB 4891	<input checked="" type="checkbox"/>		Master's degree in Business Administration or Master's degree with at least 18 graduate semester hours in any combination of the following subject areas: Accounting Business Business Administration Economics Finance International Business Management Marketing
GEB 3213	<input checked="" type="checkbox"/>		Master's degree in Communications, Organizational Communications, or English or Master's degree with at least 18 graduate semester hours in a combination of the following subject areas: Business Communications English Mass Communications Organizational Communications Public Relations Speech Technical Writing
GEB 2350 GEB 3356	<input checked="" type="checkbox"/>		Master's degree in International Business, or Business Administration or Master's degree with at least 18 graduate semester hours in an appropriate combination of the following subject areas: Accounting Business Business Administration Business Administration courses with a global emphasis Economics/International Economics Finance/International Finance Import/Exports

DISCIPLINE AREA			BUSINESS ADMINISTRATION AND MANAGEMENT
Course Prefix	T (Transfer)	N (Non-Transfer)	Minimum Requirements
			International Business Management Marketing Trade
INP 1390	<input checked="" type="checkbox"/>		Master's degree in Organizational Psychology, Industrial Relations, Human Relations, or Management or Master's degree with at least 18 graduate semester hours in any combination of the following subject areas: Business Administration Conflict Resolution and Negotiations Human Relations Human Resources Management Industrial Relations Labor Relations Management Organizational Behavior Organizational Psychology Training and Development
ISM 2000 ISM 4011	<input checked="" type="checkbox"/>		Master's degree in Computer Science, Information Systems Management, Information Technology or Software Management or Master's degree with at least 18 graduate semester hours in any combination of the following subject areas: Computer Programming and Analysis Database Management and Administration Education Technology Enterprise Architecture Management Enterprise Resource Planning systems Information Security Management Information Systems Documentation Information Systems Management Internet/Extranet/Intranet design Management Information Systems Network Administration and Management Planning and Decision Making Production and Operations Management Quantitative Analysis Software Development Management

DISCIPLINE AREA			BUSINESS ADMINISTRATION AND MANAGEMENT
Course Prefix	T (Transfer)	N (Non-Transfer)	Minimum Requirements
			Software Quality Management System Architecture and Analysis
MAN 2021 MAN 2043 MAN 2504 MAN 2441 MAN 3240 MAN 3303 MAN 4504 MAN 4162 MAN 4900 MAN 3063*	<input checked="" type="checkbox"/>		Master's degree in Management or Business Administration or Master's degree with at least 18 graduate semester hours in Business Administration or Management
MAN 2300 MAN 4301	<input checked="" type="checkbox"/>		Master's degree in Human Resource Management or Master's degree with at least 18 graduate semester hours in an appropriate combination of the following subject areas: Collective Bargaining Compensation and Benefits Conflict Resolution Employment Law Human Resource Management Industrial Relations Labor Relations Management Organizational Behavior Staffing and Recruitment Training and Development
MAN 2940 MAN 2941		<input checked="" type="checkbox"/>	Master's degree in Management or Master's degree with at least 18 graduate semester hours in Business Administration or Management
MAR 2011 MKA 2511 MKA 2021 MKA 2041 MAR 4802	<input checked="" type="checkbox"/>		Master's degree in Marketing or Master's degree with at least 18 graduate semester hours in Marketing

DISCIPLINE AREA			BUSINESS ADMINISTRATION AND MANAGEMENT
Course Prefix	T (Transfer)	N (Non-Transfer)	Minimum Requirements
MAR 2941		<input checked="" type="checkbox"/>	Master's degree in Marketing or Master's degree with at least 18 graduate semester hours in Marketing
<p>Notes: Upper Division courses - Doctorate preferred * MAN 3063 may also be taught or co-taught by a Philosophy instructor.</p>			

Credentialing Parameters by Discipline Area

C

DISCIPLINE AREA			CARDIOVASCULAR TECHNOLOGY
Course Prefix	T (Transfer)	N (Non-Transfer)	Minimum Requirements
CVT		<input checked="" type="checkbox"/>	CVT Registry in at least one of the cardiovascular specialties for which the faculty is assuming a primary teaching role or other appropriate credentialing and Bachelor's degree in business or healthcare-related field with appropriate professional experience or Associate's degree in appropriate healthcare field with appropriate professional experience
CVT 2500		<input checked="" type="checkbox"/>	Appropriate academic preparation and an ARRT, EMS, EMT, RCIS, or RN credential; and work experience in an appropriate healthcare-related field
CVT 2211C		<input checked="" type="checkbox"/>	Appropriate academic preparation and ACLS instructor credential or an appropriate ARRT or RCIS credential; and work experience in emergency medical services or an appropriate healthcare-related field

DISCIPLINE AREA			CHEMISTRY
Course Prefix	T (Transfer)	N (Non-Transfer)	Minimum Requirements
CHM	<input checked="" type="checkbox"/>		Masters degree with 18 graduate semester hours in Chemistry or Master's degree with a major in Chemistry

DISCIPLINE AREA			COMPUTER ENGINEERING TECHNOLOGY (Networking)
Course Prefix	T (Transfer)	N (Non-Transfer)	Minimum Requirements
CEN CET CNT CTS		<input checked="" type="checkbox"/>	Bachelor's degree in Computer Engineering, Computer Information Systems, Computer Science, Computer-based Information Systems (e.g., management, decision), Software Engineering or engineering programs with appropriate computer science or computer programming course work or Associate's degree with appropriate industry certification/licensure and work experience

DISCIPLINE AREA			COMPUTER SYSTEMS AND BUSINESS ANALYSIS
Course Prefix	T (Transfer)	N (Non-Transfer)	Minimum Requirements
CGS 1061C CGS 1100 CGS 1510C CGS 2820 COP 1006 COP 1170 COP 2224 COP 2800	<input checked="" type="checkbox"/>		Master's degree with 18 graduate semester hours in Computer Science, Computer Information Systems, Computer-based Information Systems (e.g., management, decision), Computer Programming, Computer Engineering, Software Engineering, or Information Technology or Master's degree with a major in Computer Science, Computer Information Systems, Computer-based Information Systems (e.g., management, decision), Computer Programming, Computer Engineering, or Information Technology
CTS CIS		<input checked="" type="checkbox"/>	Bachelor's degree in Computer Science, Computer Information Systems, Computer-based Information Systems (e.g., management, decision), Computer Programming, Computer Engineering, Software Engineering, or Information Technology or Associate's degree with appropriate industry certification/licensure and work experience

DISCIPLINE AREA	CRIMINAL JUSTICE- INSTITUTE OF PUBLIC SAFETY
	Vocational Programs In Corrections, Correctional Probation,

			Law Enforcement, And Crossover (Corrections and Correctional Probation Officer to Law Enforcement)
Course Prefix	T (Transfer)	N (Vocational Credits)	Minimum Requirements
CJD CJK		<input checked="" type="checkbox"/>	Appropriate academic preparation in corrections or law enforcement based on requirements of Florida Departments of Law Enforcement and Corrections or Academic preparation coupled with work experience based on requirements of Florida Departments of Law Enforcement and Corrections

DISCIPLINE AREA			CRIMINAL JUSTICE TECHNOLOGY
Course Prefix	T (Transfer)	N (Non-Transfer)	Minimum Requirements
CCJ CJC CJE CJL	<input checked="" type="checkbox"/>		Master's degree with 18 graduate semester hours in Criminal Justice or Criminology or Master's degree with a major in Criminal Justice or Criminology
CJL 1100 CJL 1062	<input checked="" type="checkbox"/>		Master's degree with 18 graduate semester hours in Criminal Justice or Criminology or Master's degree with a major in Criminal Justice or Criminology or Juris Doctorate

Credentialing Parameters by Discipline Area

D

DISCIPLINE AREA			DANCE
Course Prefix	T (Transfer)	N (Non-Transfer)	Minimum Requirements
DAA	<input checked="" type="checkbox"/>		18 graduate semester hours in dance + master's degree or a master's degree with a major in dance

DISCIPLINE AREA			DIAGNOSTIC MEDICAL SONOGRAPHY
Course Prefix	T (Transfer)	N (Non-Transfer)	Minimum Requirements
SON		<input checked="" type="checkbox"/>	Registry in at least one of the Sonography concentrations for which the faculty is assuming a primary teaching role and Bachelor's degree in business or health care-related field with appropriate professional experience or Associate's degree with appropriate professional experience

DISCIPLINE AREA			DIGITAL MEDIA TECHNOLOGY
Course Prefix	T (Transfer)	N (Non-Transfer)	Minimum Requirements
DIG GRA 1100C	<input checked="" type="checkbox"/>		Master's degree with 18 graduate semester hours in Digital Media Technology, Film, Television, Graphic Arts/Design, Information Technology, or related electronic media field or Master's degree with a major in Digital Media Technology, Film, Television, Graphic Arts/Design, Information Technology, or related electronic media field
MMC	<input checked="" type="checkbox"/>		Master's degree with 18 graduate semester hours in English, Journalism, or Mass Communications or Master's degree with a major in English, Journalism, or Mass Communications
COP 2822 CGS 1555 CGS 2069 GRA 1204C PGY 2850C VIC 2301C		<input checked="" type="checkbox"/>	Bachelor's degree in Digital Media Technology, Film, Television, Graphic Arts/Design, Information Technology, or related electronic media field or Associate's degree and demonstrated competencies in the teaching discipline

Credentialing Parameters by Discipline Area

E

DISCIPLINE AREA			EARLY CHILDHOOD EDUCATION
Course Prefix	T (Transfer)	N (Non-Transfer)	Minimum Requirements
CHD 1430 CHD 2220 CHD 2841 CHD 2930 CHD 2932 CHD 2940	<input checked="" type="checkbox"/>		Master's degree with a major in ONE of the following areas: Child Development, Family and Human Sciences, Early Childhood Education, Pre-Kindergarten or Primary Education, Preschool Education, Family and Consumer Sciences (<i>formerly Home Economics/Child Development</i>), Family and Child Psychology, Exceptional Student Education, Special Education, Mental Disabilities, Specific Learning Disabilities, Physically Impaired, Varying Exceptionalities, Emotional Disabilities, Visually Impaired, Hearing Impaired, Speech-Language Pathology, Elementary Education, Adult Education, and other related education majors with certification to teach any age-- birth through 6th grade (certification may be inactive provided the certificate is not suspended or revoked)
CHD 1104 CHD 1380 CHD 1440 CHD 2320 CHD 2322 CHD 2801 CHD 2831 EEC 2270 EEC 2271		<input checked="" type="checkbox"/>	Bachelor's degree with a major in ONE of the following areas: Child Development, Family and Human Sciences, Early Childhood Education, Pre-Kindergarten or Primary Education, Preschool Education, Family and Consumer Sciences (<i>formerly Home Economics/Child Development</i>), Family and Child Psychology, Exceptional Student Education, Special Education, Mental Disabilities, Specific Learning Disabilities, Physically Impaired, Varying Exceptionalities, Emotional Disabilities, Visually Impaired, Hearing Impaired, Speech-Language Pathology, Elementary Education, Adult Education, and other related education majors with certification to teach any age-- birth through 6th grade (certification may be inactive provided the certificate is not suspended or revoked) or Associate's degree with appropriate industry certification/licensure and work experience

DISCIPLINE AREA			ECONOMICS
Course Prefix	T (Transfer)	N (Non-Transfer)	Minimum Requirements
ECO	<input checked="" type="checkbox"/>		Master's degree with 18 graduate semester hours in Economics or Master's degree with a major in Economics

Advisory Note: Coursework in the areas of Business, Management, Marketing, Public Administration, or Finance, etc. is not acceptable.

DISCIPLINE AREA			EDUCATION
Course Prefix	T (Transfer)	N (Non-Transfer)	Minimum Requirements
EDF EDG EME	<input checked="" type="checkbox"/>		Master's degree with 18 graduate semester hours in Education or specialized education subfield or Master's degree with a major in Education or specialized education subfield

DISCIPLINE AREA			EDUCATOR PREPARATION INSTITUTE (EPI)
Course Prefix	T (Transfer)	N (Non-Transfer)	Minimum Requirements
EPI		<input checked="" type="checkbox"/> EPI Credit Only	Master's degree with a major in Education or specialized education subfield and documented teaching, administrative, or supervisory experience in an education environment*

* National Board Certification recommended

DISCIPLINE AREA			EMERGENCY MEDICAL SERVICES (EMT/Paramedic)
Course Prefix	T (Transfer)	N (Non-Transfer)	Minimum Requirements
EMS		<input checked="" type="checkbox"/>	Bachelor's degree in Emergency Medical Services or Associate's degree with appropriate industry certification/licensure and work experience or

			<p>Appropriate industry certification/licensure, work experience, and demonstrated competency in the teaching discipline.</p> <p>Minimum qualification is current State of Florida Paramedic certification.</p> <p>Beginning July 1, 2013, the state of Florida will require an associate's degree for EMS instruction at the college level.</p>
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DISCIPLINE AREA			ENGINEERING TECHNOLOGY
Course Prefix	T (Transfer)	N (Non-Transfer)	Minimum Requirements
EET EST ETD ETI ETM		<input checked="" type="checkbox"/>	<p>Bachelor's degree in Engineering Technology or Electronics or in Manufacturing, Industrial, Chemical, Mechanical, Electrical or related engineering</p> <p>or</p> <p>Associate's degree in Engineering Technology with appropriate industry certification/licensure and work experience</p>

DISCIPLINE AREA			ENGLISH
Course Prefix	T (Transfer)	CP (College Prep)	Minimum Requirements
AML CRW ENC ENL LIT	<input checked="" type="checkbox"/>		Master's degree with 18 graduate semester hours in English, Literature, or Applied Linguistics or Master's degree with a major in English, Literature, or Applied Linguistics
ENC 0001 ENC 0010		<input checked="" type="checkbox"/>	Bachelor's degree in English, Literature, Language Arts or a related Bachelor's degree in English subfield or education and demonstrated competencies in the teaching discipline
<p><u>Advisory Note:</u> It is important to be sure that "related" disciplines for undergraduate degrees are indeed appropriate. For any marginal cases, catalog course descriptions and/or documentation from the granting institution should clarify that the content in the major is appropriate for the teaching assignment.</p>			

DISCIPLINE AREA			ENGLISH FOR ACADEMIC PURPOSES
Course Prefix	T (Transfer)	CP (College Prep)	Minimum Requirements
EAP 1540 (Writing) EAP 1560 (Grammar)	<input checked="" type="checkbox"/>		Master's degree with 18 graduate semester hours in TESOL, English, or Linguistics or Master's degree with a major in TESOL, English, or Linguistics
EAP 1520 (Reading)	<input checked="" type="checkbox"/>		Master's degree with 18 graduate semester hours in TESOL, Linguistics or Reading or Master's degree with a major in TESOL, Linguistics, or Reading
EAP 1500 (Communications)	<input checked="" type="checkbox"/>		Master's degree with 18 graduate semester hours in TESOL, Linguistics, Speech, Oratory, Communications or speech-related theatre courses or Master's degree with a major in TESOL, Linguistics, Speech, Oratory or Communications

DISCIPLINE AREA			ENGLISH FOR ACADEMIC PURPOSES
Course Prefix	T (Transfer)	CP (College Prep)	Minimum Requirements
EAP 0100-0460		<input checked="" type="checkbox"/>	Bachelor's degree in TESOL or a related Bachelor's degree in English, Foreign Language, Communications, Linguistics, other appropriate language arts fields (e.g., English education, bilingual education, reading education) and demonstrated competencies in the teaching discipline

DISCIPLINE AREA			ENVIRONMENTAL SCIENCE
Course Prefix	T (Transfer)	CP (College Prep)	Minimum Requirements
EVR	<input checked="" type="checkbox"/>		Master's degree with 18 graduate semester hours in any biological or physical science or Master's degree with a major in any biological or physical science

Credentialing Parameters by Discipline Area

F

DISCIPLINE AREA			FILM
Course Prefix	T (Transfer)	N (Non-Transfer)	Minimum Requirements
FIL	<input checked="" type="checkbox"/>		Masters degree with 18 graduate semester hours in Film or in Social Sciences or Humanities courses focusing on film or Master's degree with a major in Film

DISCIPLINE AREA			FINANCE
Course Prefix	T (Transfer)	N (Non-Transfer)	Minimum Requirements
FIN 2000 FIN 3403	<input checked="" type="checkbox"/>		Master's degree in Finance or Financial Services or Master's degree with at least 18 graduate semester hours in appropriate combination of the following subject areas: Asset Management Business Valuation Commercial Banking Commercial/Consumer Lending Credit Analysis Financial Management and Analysis Financial Planning International Banking and Finance Investments Real Estate Finance Treasury Management

Upper Division courses - Doctorate preferred

DISCIPLINE AREA			FRENCH
Course Prefix	T (Transfer)	N (Non-Transfer)	Minimum Requirements
FRE	<input checked="" type="checkbox"/>		Master's degree with 18 graduate semester hours in French or Master's degree with a major in French
<p><u>Advisory Note:</u> Native fluency alone is not acceptable. Native fluency in combination with less than minimum requirements is not acceptable.</p>			

Credentialing Parameters by Discipline Area

G

DISCIPLINE AREA			GEOGRAPHY
Course Prefix	T (Transfer)	N (Non-Transfer)	Minimum Requirements
GEO	<input checked="" type="checkbox"/>		Master's degree with 18 graduate semester hours in Geography or Master's degree with a major in Geography

DISCIPLINE AREA			GEOLOGY
Course Prefix	T (Transfer)	N (Non-Transfer)	Minimum Requirements
GLY ESC MET	<input checked="" type="checkbox"/>		Master's degree with 18 graduate semester hours in Geology or Earth Science or Master's degree with a major in Geology or Earth Science

Credentialing Parameters by Discipline Area

H

DISCIPLINE AREA			HEALTH, HEALTH SCIENCES, AND PHYSICAL EDUCATION
Course Prefix	T (Transfer)	N (Non-Transfer)	Minimum Requirements
HLP HSC	<input checked="" type="checkbox"/>		Master's degree with 18 graduate semester hours in Health, Health and Fitness, Exercise Physiology, or Physical Education or Master's degree with a major in Health, Health and Fitness, Exercise Physiology, or Physical Education
HSC 1531 HSC 2554		<input checked="" type="checkbox"/>	Bachelor's degree in Biology, Nursing, or other health related field
PEL PEM PEO (Activity Courses)		<input checked="" type="checkbox"/>	Bachelor's degree in Physical Education or Associate's degree and demonstrated competencies in the teaching discipline

DISCIPLINE AREA			HEALTH INFORMATION MANAGEMENT
Course Prefix	T (Transfer)	N (Non-Transfer)	Minimum Requirements
HIM 1222C HIM 2253C HIM 2243C HIM 2935		<input checked="" type="checkbox"/>	Current certification by the American Health Information Management Association (AHIMA). and Bachelor's degree in Health Information Management or Associate of Science in Health Information Management with appropriate industry certification/licensure and work experience
All other HIM		<input checked="" type="checkbox"/>	Bachelor's degree in Health Information Management or Associate of Science in Health Information Management with appropriate industry certification/licensure and work experience

DISCIPLINE AREA			HEALTH SERVICES ADMINISTRATION
Course Prefix	T (Transfer)	N (Non-Transfer)	Minimum Requirements
HSA	<input checked="" type="checkbox"/>		Master's degree in an Allied Health Field, Nursing, or Healthcare Administration or Master's degree with at least 18 graduate semester hours in an appropriate combination of the following subject areas: Allied Health Epidemiology Health Health Administration Health Assessment Health Care Administration Health Education Health Related Research Health Science/Studies Health Services Administration Hospital Administration Public Health Or other health-related area

DISCIPLINE AREA			HISTORY
Course Prefix	T (Transfer)	N (Non-Transfer)	Minimum Requirements
AMH WOH	<input checked="" type="checkbox"/>		Master's degree with 18 graduate semester hours in History or Master's degree with a major in History

DISCIPLINE AREA			HUMANITIES
Course Prefix	T (Transfer)	N (Non-Transfer)	Minimum Requirements
HUM	<input checked="" type="checkbox"/>		Master's degree with 18 graduate semester hours in Humanities or Master's degree with a major in Humanities or 18 graduate semester hours in one or several

			of the following disciplines: Art History, Classics, History, Literature, Music, Religion/Theology, and Criticism of Performing Arts including music, theater, painting, sculpture, dance, and architecture
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Credentialing Parameters by Discipline Area

L

DISCIPLINE AREA			LIBRARY SCIENCE
Course Prefix	T (Transfer)	N (Non-Transfer)	Minimum Requirements
LIS	<input checked="" type="checkbox"/>		Master's degree with 18 graduate semester hours in Library Science or Master's degree with a major in Library Science

Credentialing Parameters by Discipline Area

M

DISCIPLINE AREA			MATHEMATICS
Course Prefix	T (Transfer)	CP (College Prep)	Minimum Requirements
MAC MAP MGF MTB STA	<input checked="" type="checkbox"/>		Master's degree with 18 graduate semester hours in Mathematics or Statistics or Master's degree with a major in Mathematics or Statistics
MAT 1033	<input checked="" type="checkbox"/>		Master's degree with 18 graduate semester hours in Mathematics or Statistics or Master's degree with a major in Mathematics or Statistics or Master's in Mathematics Education plus at least 5 years teaching experience in math at the high school level or higher
MAT (College Prep)		<input checked="" type="checkbox"/>	Bachelor's degree in Mathematics, Mathematics Education, or Statistics or a related bachelor's degree in business, business education, natural sciences, natural sciences education, computer science, computer science education, engineering, or other approved field (with substantial mathematics course work through at least calculus) and demonstrated competencies in the teaching discipline

Advisory Notes: If using alternate labels for graduate or undergraduate programs (e.g., Operations Research, Mathematical Science, etc.) must document that the graduate or undergraduate study is in Mathematics.

It is important to be sure that "related" disciplines for undergraduate degrees are indeed appropriate. For any marginal cases, catalog course descriptions and/or documentation from the granting institution should clarify that the content in the major is appropriate for the teaching assignment.

DISCIPLINE AREA			MILITARY SCIENCE
Course Prefix	AC STATUS (Alternative)		Minimum Requirements
MSL	<input checked="" type="checkbox"/>		Master's degree in Military Science or Master's degree with at least 18 graduate semester hours in any combination of the qualifying fields

DISCIPLINE AREA			MUSIC
Course Prefix	T (Transfer)	N (Non-Transfer)	Minimum Requirements
MUH MUL MUN MUS MUT	<input checked="" type="checkbox"/>		Master's degree with 18 graduate semester hours in Music or Master's degree with a major in Music
MVB MVK MVP MVS MVV MVW		<input checked="" type="checkbox"/>	Bachelor's degree in Music or Associate's degree and demonstrated competencies in the teaching discipline or professional experience and demonstrated contributions to the teaching discipline

Credentialing Parameters by Discipline Area

N

DISCIPLINE AREA			NURSING
Course Prefix	T (Transfer)	N (Non-Transfer)	Minimum Requirements
NUR		<input checked="" type="checkbox"/>	Unrestricted license as registered nurse in Florida and Bachelor's degree in nursing or Associate's degree with appropriate industry certification/licensure and work experience

DISCIPLINE AREA			NUTRITION
Course Prefix	T (Transfer)	N (Non-Transfer)	Minimum Requirements
HUN	<input checked="" type="checkbox"/>		Master's degree with 18 graduate semester hours in Nutrition or Master's degree with a major in Nutrition

Credentialing Parameters by Discipline Area

0

DISCIPLINE AREA			OCCUPATIONAL THERAPY ASSISTANT
Course Prefix	T (Transfer)	N (Non-Transfer)	Minimum Requirements
OTH		<input checked="" type="checkbox"/>	Occupational Therapy Assistant Licensure and Bachelor's degree in Occupational Therapy or Associate's degree with appropriate industry certification/licensure and work experience

DISCIPLINE AREA			OCEANOGRAPHY
Course Prefix	T (Transfer)	N (Non-Transfer)	Minimum Requirements
OCE	<input checked="" type="checkbox"/>		Master's degree with 18 graduate semester hours in Geology, Earth Science, or related Marine Science sub-field or Master's degree with a major in Geology, Earth Science, or related Marine Science sub-field

DISCIPLINE AREA			OFFICE ADMINISTRATION AND MEDICAL TRANSCRIPTION
Course Prefix	T (Transfer)	N (Non-Transfer)	Minimum Requirements
OST 1335	<input checked="" type="checkbox"/>		Master's degree with 18 graduate semester hours of course work relevant to Communication, English, or Speech or Master's degree in Business Administration, Organizational Leadership, or Management
OST 1100C OST 1142 OST 1143	<input checked="" type="checkbox"/>		Master's degree with 18 graduate semester hours of course work relevant to Business Administration, Business Education, Office Administration, or Organizational Leadership or Master's degree in Education with teaching experience in Business Education, Business Administration, or Industry Experience

DISCIPLINE AREA			OFFICE ADMINISTRATION AND MEDICAL TRANSCRIPTION
Course Prefix	T (Transfer)	N (Non-Transfer)	Minimum Requirements
OST 1611C OST 2612C OST 2613C OST 2940		<input checked="" type="checkbox"/>	Certified Medical Transcriptionist industry certification and Bachelor's degree in Healthcare Administration or Business Administration or Associate's degree and significant industry experience
Other OST		<input checked="" type="checkbox"/>	Master's degree with 18 graduate semester hours of course work relevant to Business Administration, Business Education, Office Administration, or Organizational Leadership or Bachelor's degree in Business Administration with appropriate industry certification/licensure and work experience

Credentialing Parameters by Discipline Area

P

DISCIPLINE AREA			PARALEGAL STUDIES
Course Prefix	T (Transfer)	N (Non-Transfer)	Minimum Requirements
PLA	<input checked="" type="checkbox"/>		18 graduate semester hours in legal studies (legal assisting, paralegal studies, law) + master's degree or a master's degree with a major in legal studies (legal assisting, paralegal studies, law) or Juris Doctorate

DISCIPLINE AREA			PHILOSOPHY
Course Prefix	T (Transfer)	N (Non-Transfer)	Minimum Requirements
PHI	<input checked="" type="checkbox"/>		Master's degree with 18 graduate semester hours in Philosophy or Master's degree with a major in Philosophy

DISCIPLINE AREA			PHOTOGRAPHY
Course Prefix	T (Transfer)	N (Non-Transfer)	Minimum Requirements
PGY	<input checked="" type="checkbox"/>		Master's degree with 18 graduate semester hours in Art, Fine Art, or Photography or Master's degree with a major in Art, Fine Art, or Photography

Note: For PGY 2850C, see Digital Media Technology

DISCIPLINE AREA			PHYSICAL SCIENCE
Course Prefix	T (Transfer)	N (Non-Transfer)	Minimum Requirements
PSC	<input checked="" type="checkbox"/>		Master's degree with 18 graduate semester hours in Physics, Physical Science, or related sub-fields or Master's degree with a major in Physics, Physical Science, or related sub-fields

DISCIPLINE AREA			PHYSICAL THERAPIST ASSISTANT
Course Prefix	T (Transfer)	N (Non-Transfer)	Minimum Requirements
PHT		<input checked="" type="checkbox"/>	Licensure and Bachelor's degree in Physical Therapy or Associate's degree with appropriate industry certification/licensure and work experience

DISCIPLINE AREA			PHYSICS
Course Prefix	T (Transfer)	N (Non-Transfer)	Minimum Requirements
PHY		<input checked="" type="checkbox"/>	Master's degree with 18 graduate semester hours in Physics or Master's degree with a major in Physics

DISCIPLINE AREA			POLITICAL SCIENCE
Course Prefix	T (Transfer)	N (Non-Transfer)	Minimum Requirements
POS	<input checked="" type="checkbox"/>		Master's degree* with 18 graduate semester hours in Political Science, Government, Public Affairs, or International Relations or Master's degree with a major in Political Science, Government, Public Affairs, or International Relations
<p>*<u>Advisory Note</u>: The JD and MPA degrees alone are not considered as appropriate training for undergraduate political science teaching assignments. Either degree must be supplemented with 18 prefix-specific graduate hours as indicated above.</p>			

DISCIPLINE AREA			PSYCHOLOGY
Course Prefix	T (Transfer)	N (Non-Transfer)	Minimum Requirements
CLP DEP PSY SOP	<input checked="" type="checkbox"/>		Master's degree with 18 graduate semester hours in Psychology or Master's degree with a major in Psychology
<p><u>Advisory Notes</u>: Course work in the areas of Educational Counseling, Guidance Counseling, Education, or Educational Psychology is not acceptable.</p> <p>A degree and/or course work in Industrial/Organizational Psychology acceptable for Human Relations in Business and Industry (INP 1390) teaching assignments only.</p>			

DISCIPLINE AREA			PUBLIC ADMINISTRATION
Course Prefix	T (Transfer)	N (Non-Transfer)	Minimum Requirements
PAD 4393 PAD 4141 PAD 4932 PAD 4152 PAD 4604	<input checked="" type="checkbox"/>		<p>Master's degree in Public Administration or Public Policy Administration/Management</p> <p>or</p> <p>Master's degree with at least 18 graduate semester hours in an appropriate combination of the following subject areas:</p> <ul style="list-style-type: none"> Accounting Business Administration Community Relations Finance Grant Administration Management Public Administration Public Management Public Policy Public Safety Public Safety Administration Urban Planning and Development
PAD 4204	<input checked="" type="checkbox"/>		<p>Master's degree in Public Administration or Public Policy Administration/Management</p> <p>or</p> <p>Master's degree in Finance</p> <p>or</p> <p>Master's degree with at least 18 graduate semester hours in an appropriate combination of the following subject areas:</p> <ul style="list-style-type: none"> Public Administration Public Policy Finance Public Funding
PAD 4414	<input checked="" type="checkbox"/>		<p>Master's degree in Human Resource Management</p> <p>or</p> <p>Master's degree with at least 18 graduate semester hours in an appropriate combination of the following subject areas:</p> <ul style="list-style-type: none"> Human Resource Management Public Administration Public Policy

DISCIPLINE AREA			PUBLIC ADMINISTRATION
Course Prefix	T (Transfer)	N (Non-Transfer)	Minimum Requirements
PAD 4604	<input checked="" type="checkbox"/>		Master's degree with at least 18 graduate semester hours in an appropriate combination of the following subject areas: Public Administration Employment Law Business Law Public Administration Regulations and Law Regulatory Policy or Juris Doctorate

DISCIPLINE AREA			PUBLIC SAFETY MANAGEMENT
Course Prefix	T (Transfer)	N (Non-Transfer)	Minimum Requirements
DSC 3079 PAD 4932 PAD 4393 PAD 3820	<input checked="" type="checkbox"/>		Master's degree in Public Safety Management or Master's degree with at least 18 graduate semester hours in an appropriate combination of the following subject areas: Accounting Business Administration Community Relations Criminal Justice Criminology Finance Fire Science Grant Administration Law Enforcement/Corrections Management Police Science Public Administration Public Management Public Policy Public Safety Public Safety Administration Urban Planning and Development

Credentialing Parameters by Discipline Area

R

DISCIPLINE AREA			RADIOGRAPHY
Course Prefix	T (Transfer)	N (Non-Transfer)	Minimum Requirements
RTE		<input checked="" type="checkbox"/>	State of Florida licensure and certification from the American Registry of Radiologic Technologists and Bachelor's degree in Radiography or Associate's degree with appropriate industry certification/licensure and work experience

DISCIPLINE AREA			READING
Course Prefix	T (Transfer)	CP (College Prep)	Minimum Requirements
REA	<input checked="" type="checkbox"/>		Master's degree* with 18 graduate semester hours in Reading or Language Arts or Master's degree with a major in Reading or Master's degree with a major in Education including a Reading Specialist designation
REA 0001 REA 0002		<input checked="" type="checkbox"/>	Bachelor's degree in Reading or Bachelor's degree in a related area: English, Literature, Language Arts, or Education and demonstrated competencies in the teaching discipline

***Advisory Note:** It is important to be sure that "related" disciplines for undergraduate or graduate degrees are indeed appropriate. For any marginal cases, catalog course descriptions and/or documentation from the granting institution should clarify that the content in the major is appropriate for the teaching assignment.

DISCIPLINE AREA			RELIGION
Course Prefix	T (Transfer)	N (Non-Transfer)	Minimum Requirements
REL	<input checked="" type="checkbox"/>		Master's degree with 18 graduate semester hours in Religion or Theology or Master's degree with a major in Religion or Theology

DISCIPLINE AREA			RESPIRATORY CARE
Course Prefix	T (Transfer)	N (Non-Transfer)	Minimum Requirements
RET		<input checked="" type="checkbox"/>	Registered Respiratory Therapist credential and Bachelor's degree in Respiratory Therapy or Associate's degree with appropriate industry certification/licensure and work experience
RET 1832 RET 1833 RET 2876 RET 2877		<input checked="" type="checkbox"/>	Registered Respiratory Therapist credential and Associate's degree with appropriate industry certification/licensure and work experience

Credentialing Parameters by Discipline Area

S

DISCIPLINE AREA			SOCIOLOGY
Course Prefix	T (Transfer)	N (Non-Transfer)	Minimum Requirements
SYG	<input checked="" type="checkbox"/>		Master's degree with 18 graduate semester hours in Sociology or Master's degree with a major in Sociology
<u>Advisory Note:</u> Course work in the area of Social Work is not acceptable.			

DISCIPLINE AREA			SPANISH
Course Prefix	T (Transfer)	N (Non-Transfer)	Minimum Requirements
SPN	<input checked="" type="checkbox"/>		Master's degree with 18 graduate semester hours in Spanish or Master's degree with a major in Spanish
<u>Advisory Note:</u> Native fluency alone is not acceptable. Native fluency in combination with less than minimum requirements is not acceptable.			

DISCIPLINE AREA			SPEECH
Course Prefix	T (Transfer)	N (Non-Transfer)	Minimum Requirements
ORI SPC	<input checked="" type="checkbox"/>		Master's degree with 18 graduate semester hours in Speech, Oratory, Communications, or speech-related Theatre courses or Master's degree with a major in Speech, Oratory, or Communications

DISCIPLINE AREA			STUDENT LIFE SKILLS/COLLEGE SUCCESS
Course Prefix	T (Transfer)	N (Non-Transfer)	Minimum Requirements
SLS	<input checked="" type="checkbox"/>		Faculty teaching Student Life Skills (SLS) curriculum must hold a master's degree. Student Life Skills (SLS) curriculum is based on the development of academic skills needed to be a successful college student including learning strategies, library research, text comprehension, note taking, test preparation, etc. Those who have successfully completed graduate programs can model and teach these skills to undergraduate students.
SLS 1261	<input checked="" type="checkbox"/>		Faculty teaching Student Life Skills (SLS) curriculum related to leadership development must hold a master's degree. Design and content is based on the development of goal setting, conflict resolution and leadership skills. Those who have successfully completed graduate programs can model and teach these skills to undergraduate students. In addition, this course requires completion of a formal faculty training program which addresses leadership as both a concept and process such as the PTK Leadership Certification.
SLS 1533	<input checked="" type="checkbox"/>		Faculty teaching Student Life Skills (SLS) curriculum must hold a master's degree. Those who have successfully completed graduate programs can model and teach these skills to undergraduate students. and a bachelor's degree in mathematics, mathematics education, statistics, business, business education, natural sciences, natural sciences education, computer science, computer science education, engineering, or other approved field (with substantial mathematics course work through at least calculus) and demonstrated competencies in the teaching discipline.

DISCIPLINE AREA			SUPPLY CHAIN MANAGEMENT
Course	T	N	Minimum Requirements

Prefix	(Transfer)	(Non-Transfer)	
TRA 1154 TRA 2230 TRA 2010 TRA 2131 MAN 1942 MAN 2930	<input checked="" type="checkbox"/>		<p>Master's degree in Transportation and Logistics, Supply Chain Management, Operations Management, Business Administration with 3 years in related work experience (preferred)</p> <p>or</p> <p>Master's degree with at least 18 graduate semester hours in an appropriate combination of the following subject areas:</p> <ul style="list-style-type: none"> Business Administration Business Analysis Imports/Exports Industrial Engineering International Business Logistics Management Materials Handling Operations Management Project Management Purchasing Quality Control Management Quantitative Analysis Statistics Supply Chain Management Transportation

Credentialing Parameters by Discipline Area

T

DISCIPLINE AREA			THEATER AND ENTERTAINMENT
Course Prefix	T (Transfer)	N (Non-Transfer)	Minimum Requirements
THE TPP TPA	<input checked="" type="checkbox"/>		Master's degree with 18 graduate semester hours in Theater or Master's degree with a major in Theater

Credentialing Parameters by Discipline Area

W

DISCIPLINE AREA			WOMEN'S STUDIES
Course Prefix	T (Transfer)	N (Non-Transfer)	Minimum Requirements
WST			Master's degree with 18 graduate semester hours in Women's Studies or Master's degree with a major in Women's Studies or Master's degree with 18 graduate semester hours from any Humanities or Social Science discipline that has a primary focus on Women's Studies