



FACULTY CREDENTIALING MANUAL

ACADEMIC SERVICES
September 2014

Polk State College is an equal access/equal opportunity institution committed to excellence through diversity in education and employment. The College complies with all state and federal laws granting rights to students, employees, and applicants for employment or admission to the College. The College prohibits unlawful discrimination on the basis of race, color, national origin, creed, ethnicity, sex, age, religion, sexual orientation, marital status, veteran status, genetic information or disability in any of its employment policies or practices, educational programs, or activities. For questions or concerns, please contact: Valparisa Baker, Director, Equity & Diversity (Title IX Coordinator), 999 Avenue H NE, Winter Haven, FL 33881-4299, Office: WAD 227, 863.292.3602 Ext. 5378, vbaker@polk.edu.

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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.

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 Human Resources.
2. The Academic Dean checks regional accreditation of school(s) through **College Source Online**.
3. The Academic Dean indicates for what area(s) the instructor is credentialed (Bachelor, AA Transfer, or AS 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 bachelor degree courses. For AS 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 admission 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 uploads a copy of the credential form to OpenHire and the candidate is moved to the Candidate/Offer Approval hiring stage. A packet including the completed credential form along with transcripts and the application is forwarded to the Provost for review and signature for new part-time instructors. For new full-time instructors, 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 (if applicable).
7. After reviewing and signing the form, the Provost forwards the packet to the Vice President for Academic Affairs for review and signature.
8. After reviewing and signing the form, the Vice-President for Academic Affairs forwards the packet to Human Resources.
9. An HR representative conducts a third-party review of credentials (see below). Once verified, the HR representative signs the credential form and creates a file for the employee. The credential form (which now includes all required signatures) is uploaded in Open Hire by HR.
10. HR determines if there are official transcripts for the employee and enters the credentials in Genesis. The Academic Deans enters in Genesis the courses the faculty member is approved to teach.
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 the Polk State College Registrar's office to determine if new faculty and staff credentials were inadvertently sent to their office. 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.

Third-Party Credential Verification:

Full-time Faculty

All applicants for full-time faculty positions will be required to submit unofficial college transcripts during the application process. Deans and screening committee members review the unofficial transcripts during the screening process.

Prior to final interviews, faculty job applicants will provide necessary information and release required to conduct third-party education verifications to support the credentialing and pre-employment process. Any issues regarding verifications will be addressed with the Academic Deans to determine any delays in the screening process.

Education verifications will be conducted for all degrees claimed by the applicant. Verifications will be completed prior to recommendation from the Academic Deans and prior to faculty job offers. Verifications will be uploaded to the applicant's profile in the applicant tracking system.

Once a job offer is made, the new hire is required to request official transcripts be submitted to Human Resources. The official transcripts for a new faculty member must be received by Human Resources within 60 days from the employee's hire date. The VP for Academic Affairs will compare the submitted unofficial version of the transcripts with the third-party education verifications report. All credentialing documents are maintained by Human Resources in the employee's credential folder.

Note: Any additional degrees obtained after hire and used to adjust pay classifications for faculty (from Delta to Gamma, or Gamma to Beta or Alpha, etc.) will also require education verification.

Adjunct Faculty

All adjunct job applicants will be required to submit unofficial college transcripts during the application process for all at Polk State College. Deans, Associate Deans, and/or Department Coordinators will review adjunct applications, including the unofficial transcripts, during the screening process.

During the new hire paperwork/fingerprinting stage, adjunct faculty job applicants will provide necessary information and releases required to conduct third party education verifications to support the credentialing process. Any issues regarding verifications will be addressed with the Dean/Associate Dean to determine any delays in the screening process.

Education verifications will be conducted for all degrees claimed by the adjunct applicant. Verifications will be completed prior to recommendation from the Deans and prior to job offers. Any exceptions must be approved by Human Resources. Verifications will be uploaded to the applicant's profile in the applicant tracking system.

Once a job offer is made, the new adjuncts are required to request official transcripts be submitted to Human Resources. The official transcripts for new adjuncts must be received by Human Resources by the end of the first term of instruction. The VP for Academic Affairs will compare the submitted unofficial version of the transcripts with the third-party education verifications report. Official copies are maintained by Human Resources in the employee's credentials file.

Note: Any adjunct that is selected for full-time faculty employment will need to be re-credentialed by the Dean.

FACULTY CREDENTIALS SUMMARY AND ACTION FORM

Faculty Name: _____

Review Date: _____

Division: _____

Reviewer: _____

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

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

Degree	Institution	Region Accrued?	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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Polk State College 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	Primary Qualifying Credential	Alternative Credential
ACG, APA, TAX	Master's degree with a major in Accounting or Master's degree with at least 18 graduate hours in Accounting	Not applicable
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.		

DISCIPLINE AREA		AEROSPACE
Course Prefix	Primary Qualifying Credential	Alternative Credential*
ASC, ATT	Master degree in Aerospace or related field or Master degree with at least 18 graduate semester hours in Aerospace or related field FAA/industry certification relevant to the subject (if applicable) preferred	Bachelor degree in Aerospace or related field plus 2 years work experience in field or Bachelor degree plus 3 years work experience in field FAA/industry certification relevant to the subject (if applicable) preferred
ASC 3320	Master degree in Aerospace or related field or Master degree with at least 18 graduate semester hours in Aerospace or related field or Master degree with 18 graduate semester hours in Law or Business Law or Juris Doctorate	Not Applicable

ASC 3474, AVM 3671, ASC 4460	Credentials as listed for ASC and AVM or Master degree in psychology with emphasis in human factors	Not Applicable
ATF	Master degree in Aerospace or related field with relevant FAA certification or ICAO equivalent or Master degree with at least 18 graduate semester hours in Aerospace or related field with relevant FAA certification or ICAO equivalent	Bachelor degree in Aerospace or related field with relevant FAA certification or ICAO equivalent plus two years work experience in field or Bachelor degree with relevant FAA certification or ICAO equivalent plus three years work experience in field
AVM	Master degree in an aerospace administration or related field or Master degree with 18 graduate hours in aerospace administration or related field or Master in business with experience in aviation administration	Bachelor degree in aerospace administration plus 2 years work experience in field or Bachelor degree plus three years work experience in field

Note: “Relevant FAA certification or ICAO equivalent” in regards to **ATF flight training courses** should be: Instructors/Professors must have the appropriate FAA instructor certification(s) [Advanced Ground Instructor (AGI), Instrument Ground Instructor (IGI), Basic Ground Instructor (BGI), Certified Flight Instructor (CFI), Certified Flight Instructor-Instrument (CFII), Multi-Engine Instructor (MEI)], or the ICAO certification equivalent, required by the FAA for the courses for which they are credentialed, in accordance with the Federal Aviation Regulations under 14 CFR Part 61 or Part 141.

Note: For upper level aerospace sciences (ASC) courses, due to the recent establishment of doctoral programs in aerospace science (Embry Riddle Aeronautical University in 2010 and University of North Dakota in 2012), a masters degree in an aerospace science field constitutes a terminal degree. As the number of graduates from these new doctoral programs in aerospace sciences increases, Polk State will shift to a doctoral degree in aerospace sciences as the terminal degree for ASC courses. A doctorate in psychology with emphasis in human factors will constitute a terminal degree for upper-level aerospace courses related to human factors. For upper level aerospace administration (AVM) courses, a masters degree in an aerospace administration or doctorate in business with experience in aviation administration constitutes a terminal degree.

***Alternative Credentials are applicable to lower division courses only except for ATF.**

DISCIPLINE AREA		ANTHROPOLOGY
Course Prefix	Primary Qualifying Credential	Alternative Credential
ANT	Master's degree with 18 graduate semester hours in Anthropology or Master's degree with a major in Anthropology	Not Applicable

DISCIPLINE AREA		ART
Course Prefix	Primary Qualifying Credential	Alternative Credential
ARH ART	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 Note: For ARH courses, a Master's degree in Art History is preferred.	Not Applicable

DISCIPLINE AREA		ASTRONOMY
Course Prefix	Primary Qualifying Credential	Alternative Credential
AST	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	Not Applicable

Credentialing Parameters by Discipline Area

B

DISCIPLINE AREA		BIOLOGY
Course Prefix	Primary Qualifying Credential	Alternative Credential
BSC except those below	Master's degree with 18 graduate semester hours in Biology, Botany, Zoology, or related biological science subfield or Master's degree with a major in Biology, Botany, Zoology, or related biological science subfield	Not Applicable
BSC 1084C BSC 2085C BSC 2086C MCB 2010C	Master's degree with 18 graduate semester hours in Biology, Botany, Zoology, or related biological science subfield or Master's degree with a major in Biology, Botany, Zoology, or related biological science subfield or Medical, Dental, or Chiropractic degree*	Not Applicable

DISCIPLINE AREA		BUSINESS ADMINISTRATION AND MANAGEMENT
Course Prefix	Primary Qualifying Credential	Alternative Credential
BUL 2241 BUL 2131 BUL 3310	Master's degree with 18 graduate semester hours in Law or Business Law or Juris Doctorate	Not Applicable
GEB 1011 GEB 4376 GEB 4891 ENT SBM	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	Not Applicable

DISCIPLINE AREA		BUSINESS ADMINISTRATION AND MANAGEMENT
Course Prefix	Primary Qualifying Credential	Alternative Credential
GEB 2214 GEB 3213	<p>Master's degree in Communications, Organizational Communications, or English (preferred)</p> <p>or</p> <p>Master's degree with at least 18 graduate semester hours in a combination of the following subject areas:</p> <p>Business Communications</p> <p>English</p> <p>Mass Communications</p> <p>Public Relations</p> <p>Speech</p> <p>Technical Writing</p>	Not Applicable
GEB 2350 GEB 3356	<p>Master's degree in International Business, 2 years in related work</p> <p>or Business Administration 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> <p>Accounting</p> <p>Business</p> <p>Business Administration</p> <p>Business Administration courses with a global emphasis</p> <p>Economics/International Economics</p> <p>Finance/International Finance</p> <p>Import/Exports</p> <p>International Business</p> <p>Management</p> <p>Marketing</p> <p>Trade</p>	Not Applicable

DISCIPLINE AREA		BUSINESS ADMINISTRATION AND MANAGEMENT
Course Prefix	Primary Qualifying Credential	Alternative Credential
INP 1390	<p>Master's degree in Organization Psychology, Industrial Relations, Human Relations, or Management</p> <p>or</p> <p>Master's degree with at least 18 graduate semester hours in any combination of the following subject areas:</p> <p>Business Administration Conflict Resolution and Negotiations Human Relations Human Resources Management Industrial Relations Labor Relations Management Organizational Behavior Organizational Psychology Training and Development</p>	Not Applicable
ISM 2000 ISM 4011	<p>Master's degree in Computer Science, Information Systems Management, Information Technology or Software Management</p> <p>or</p> <p>Master's degree with at least 18 graduate semester hours in any combination of the following subject areas:</p> <p>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 Software Quality Management System Architecture and Analysis</p>	Not Applicable

DISCIPLINE AREA		BUSINESS ADMINISTRATION AND MANAGEMENT
Course Prefix	Primary Qualifying Credential	Alternative Credential
MAN 2021 MAN 2043 MAN 2504 MAN 2441 MAN 3240 MAN 3303 MAN 4504 MAN 4162 MAN 4900 MAN 3063*	Master's degree in Management or Business Administration or Master's degree with at least 18 graduate semester hours in Business Administration or Management	Not Applicable
MAN 2300 MAN 4301	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	Not Applicable
MAN 2940 MAN 2941	Master's degree in Management or Master's degree with at least 18 graduate semester hours in Business Administration or Management	Not Applicable
MAR 2011 MKA 2511 MKA 2021 MKA 2041 MAR 4802	Master's degree in Marketing or Master's degree with at least 18 graduate semester hours in Marketing	Not Applicable

DISCIPLINE AREA		BUSINESS ADMINISTRATION AND MANAGEMENT
Course Prefix	Primary Qualifying Credential	Alternative Credential
MAR 2941	Master's degree in Marketing or Master's degree with at least 18 graduate semester hours in Marketing	Not Applicable
QMB 3600	Master's degree in Quantitative Analysis, Operations Management, or Management Science Or Master's degree with at least 18 graduate semester hours in an appropriate combination of the following subject areas: Analytical Finance Business Statistics Decision Science Finance Financial Analysis Logistics & Transportation Management Science Mathematics Process Engineering Quantitative Analysis Quantitative Engineering Statistics	Not Applicable
Notes: Upper Division courses – Doctorate preferred. * MAN 3063 may also be taught by a Philosophy instructor.		

Credentialing Parameters by Discipline Area

C

DISCIPLINE AREA		CARDIOVASCULAR TECHNOLOGY
Course Prefix	Primary Qualifying Credential	Alternative Credential
CVT	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 healthcare-related field	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 Associate degree in appropriate healthcare field plus 2 years work experience in field
CVT 2500	Bachelor degree and an ARRT, EMS, EMT, RCIS, or RN credential; and work experience in an appropriate healthcare-related field	Associate degree and an ARRT, EMS, EMT, RCIS, or RN credential; and work experience in an appropriate healthcare-related field
CVT 2211C	Bachelor degree and ACLS instructor credential or an appropriate ARRT or RCIS credential; and work experience in emergency medical services or an appropriate healthcare-related field	Associate degree 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	Primary Qualifying Credential	Alternative Credential
CHM	Master's degree with 18 graduate semester hours in Chemistry or Master's degree with a major in Chemistry	Not Applicable

DISCIPLINE AREA		COMPUTER ENGINEERING TECHNOLOGY (Networking)
Course Prefix	Primary Qualifying Credential	Alternative Credential
CET CNT CTS	Master degree in one of the following qualifying fields or a related field plus appropriate licensure and/or industry certificate(s): Computer Information Technology Computer Information Systems Computer Programming Computer Science Computer Engineering	Bachelor degree in any of the following qualifying fields or a related field plus appropriate professional certification (if applicable) plus 2 years work experience in field: Computer Information Technology Computer Information Systems Computer Programming Computer Science Computer Engineering

DISCIPLINE AREA		COMPUTER SYSTEMS AND BUSINESS ANALYSIS (AS) and BUSINESS INFORMATION TECHNOLOGY (BAS)
Course Prefix	Primary Qualifying Credential	Alternative Credential
CGS, COP, CIS, CEN (lower level)	Master degree in a qualifying field OR Master degree with at least 18 graduate semester hours in any combination of the following qualifying fields or a related field: Computer Information Technology Computer Information Systems Computer Programming Computer Science Computer Engineering Internet Services Networking Services MIS	Master degree plus industry certification in a programming language plus 2 years work experience in field
CGS, COP, CIS, CEN (upper level)	Master degree in a qualifying field OR Master degree with at least 18 graduate semester hours in any combination of the following qualifying fields or a related field: Computer Information Technology Computer Information Systems Computer Programming Computer Science Computer Engineering	Not applicable

	Internet Services Networking Services MIS	
CGS 3092	Master degree in a qualifying field OR Master degree with at least 18 graduate semester hours in any combination of the following qualifying fields or a related field: Computer Information Technology Computer Information Systems Computer Programming Computer Science Computer Engineering Internet Services Networking Services MIS or JURIS DOCTORATE	Not applicable
Note: For upper level courses, a doctorate is preferred		

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	Primary Qualifying Credential	Alternative Credential
CJD CJK (PSAV courses)	Appropriate academic preparation in corrections or law enforcement based on requirements of Florida Departments of Law Enforcement and Corrections	Academic preparation coupled work experience based on requirements of Florida Departments of Law Enforcement and Corrections

DISCIPLINE AREA		CRIMINAL JUSTICE TECHNOLOGY#
Course Prefix	Primary Qualifying Credential	Alternative Credential
CCJ CJC CJE	Master's degree with 18 graduate semester hours in any combination of the following qualifying fields: Criminal Justice Criminology Law Enforcement/Corrections Homeland Security Crime Scene/Forensics or Master's degree with a major in Criminal Justice or Criminology	Not Applicable
CJL	Master's degree with 18 graduate semester hours in any combination of the following qualifying fields: Criminal Justice Criminology Law Enforcement/Corrections Homeland Security Crime Scene/Forensics or Master's degree with a major in Criminal Justice or Criminology or Juris Doctorate	Not Applicable
<u>Advisory Note:</u> Coursework in law and legal studies is only acceptable for CJL courses.		

Credentialing Parameters by Discipline Area

D

DISCIPLINE AREA		DANCE#
Course Prefix	Primary Qualifying Credential	Alternative Credential
DAA	18 graduate semester hours in Dance + Master's degree or Master's degree with a major in Dance	Not Applicable

DISCIPLINE AREA		DIAGNOSTIC MEDICAL SONOGRAPHY#
Course Prefix	Primary Qualifying Credential	Alternative Credential
SON	Registry in at least one of the Sonography concentrations for which the faculty is assuming a primary teaching role and Bachelor's degree in health care-related field	Registry in at least one of the Sonography concentrations for which the faculty is assuming a primary teaching role and Associate degree in health care-related field with two years experience in field

DISCIPLINE AREA		DIGITAL MEDIA TECHNOLOGY#
Course Prefix	Primary Qualifying Credential	Alternative Credential
DIG GRA	Master degree in digital media, film, television/communications, graphic arts/design, animation, entertainment technology, or related electronic media field or Master degree with 18 graduate semester hours in digital media, film, television/communications, graphic arts/design, animation, entertainment technology, or related electronic media field	Bachelor degree in digital media, film, television/communications, studio art, graphic arts/design, animation, entertainment technology or related electronic media field plus 2 years work experience in field
MMC	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	Not Applicable

Credentialing Parameters by Discipline Area

E

DISCIPLINE AREA		EARLY CHILDHOOD EDUCATION#
Course Prefix	Primary Qualifying Credential	Alternative Credential
CHD EEC	Master degree in Education with experience in Early Childhood Education or a Master degree with at least 18 graduate semester hours in any combination of the following qualifying fields: Early Childhood Education Early Education Pre-School Education Pre-Kindergarten Psychology (with emphasis in childhood development)	Not Applicable

DISCIPLINE AREA		ECONOMICS#
Course Prefix	Primary Qualifying Credential	Alternative Credential
ECO	Master's degree with 18 graduate semester hours in Economics or Master's degree with a major in Economics	Not Applicable

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

DISCIPLINE AREA		EDUCATION#
Course Prefix	Primary Qualifying Credential	Alternative Credential
EDF EDG EME	Master's degree with 18 graduate semester hours in Education or specialized education or Master's degree with a major in Education or specialized education subfield	Not Applicable

DISCIPLINE AREA		EDUCATOR PREPARATION INSTITUTE (EPI)#
Course Prefix	Primary Qualifying Credential	Alternative Credential
EPI (Institutional 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*	Not Applicable
*National Board Certification recommended.		

DISCIPLINE AREA		EMERGENCY MEDICAL SERVICES (EMT/Paramedic)#
Course Prefix	Primary Qualifying Credential	Alternative Credential
EMS	Bachelor's degree in Emergency Medical Services with certification as paramedic or licensed Registered Nurse.	<p>Associate degree and certification as paramedic or licensed Registered Nurse plus three years of work experience.</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>

DISCIPLINE AREA		ENGINEERING TECHNOLOGY#
Course Prefix	Primary Qualifying Credential	Alternative Credential
EET/ETE EST ETD ETI ETM ETP	Master degree in one of the following qualifying fields OR Master degree with at least 18 graduate semester hours in one of the following qualifying fields or a related field: Chemical Engineering Civil Engineering Computer-Integrated-Manufacturing Electronics Engineering Engineering Engineering Technology Industrial Engineering Manufacturing Technology Mechanical Engineering	Not Applicable

DISCIPLINE AREA		ENGLISH#
Course Prefix	Primary Qualifying Credential	Alternative Credential
AML CRW ENC ENL LIT	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	Not Applicable
ENC 0015 ENC 0025 (College Prep)	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	Not Applicable

Advisory Note: 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		ENGLISH FOR ACADEMIC PURPOSES#
Course Prefix	Primary Qualifying Credential	Alternative Credential
EAP 1540 (Writing) EAP 1560 (Grammar)	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	Not Applicable
EAP 1520 (Reading)	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	Not Applicable
EAP 1500 (Communications)	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	Not Applicable
EAP 0100-0460 (College Prep)	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	Not Applicable

DISCIPLINE AREA		ENVIRONMENTAL SCIENCE
Course Prefix	Primary Qualifying Credential	Alternative Credential
EVR	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	Not Applicable

Credentialing Parameters by Discipline Area

F

DISCIPLINE AREA		FILM#
Course Prefix	Primary Qualifying Credential	Alternative Credential
FIL	Master's 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	Not Applicable

DISCIPLINE AREA		FINANCE#
Course Prefix	Primary Qualifying Credential	Alternative Credential
FIN 2000 FIN 3403	Master's degree in Finance or Financial Services 2 years in related work experience or (preferred) 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	Not Applicable
Upper Division courses – Doctorate preferred		

DISCIPLINE AREA		FRENCH#
Course Prefix	Primary Qualifying Credential	Alternative Credential
FRE	Master's degree with 18 graduate semester hours in French or Master's degree with a major in French	Not Applicable

Advisory Note: Native fluency alone is not acceptable. Native fluency in combination with less than minimum requirements is not acceptable.

Credentialing Parameters by Discipline Area

G

DISCIPLINE AREA		GEOGRAPHY#
Course Prefix	Primary Qualifying Credential	Alternative Credential
GEO	Master's degree with 18 graduate semester hours in Geography or Master's degree with a major in Geography	Not Applicable

DISCIPLINE AREA		GEOLOGY#
Course Prefix	Primary Qualifying Credential	Alternative Credential
GLY ESC MET	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	Not Applicable

Credentialing Parameters by Discipline Area

H

DISCIPLINE AREA		HEALTH, HEALTH SCIENCES, AND PHYSICAL EDUCATION#
Course Prefix	Primary Qualifying Credential	Alternative Credential
HLP HSC	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	Not Applicable
HSC 1531 HSC 2554	18 graduate semester hours in Anatomy, Physiology, Biology or an appropriate health-related field + Master's degree or Master's degree with a major in Anatomy, Physiology, Biology or in an appropriate health-related field	Not Applicable
PEL PEM PEO (Activity Courses)	Bachelor's degree in Physical Education	Associate's degree and demonstrated competencies in the teaching discipline

DISCIPLINE AREA		HEALTH INFORMATION MANAGMENT#
Course Prefix	Primary Qualifying Credential	Alternative Credential
HIM	Current certification by the American Health Information Management Association (AHIMA). and Master degree in field or a related field	Bachelor degree in any combination of the following qualifying fields and American Health Information Management Association (AHIMA) certification as a Certified Coding Associate (CCA), Certified Coding Specialist (CCS), Certified Coding Specialist – Physician based (CCS-P), Certified in Health Care Privacy and

		Security (CHPS), Registered Health Information Administrator (RHIA) or Registered Health Information Technician (RHIT) plus 2 years work experience in field: Business Human Resource Management Health Information Management Nursing Health Science Health Administration
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DISCIPLINE AREA		HEALTH SERVICES ADMINISTRATION#
Course Prefix	Primary Qualifying Credential	Alternative Credential
HSA	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	Not Applicable
HSA 4553	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	Not Applicable

	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 or JURIS DOCTORATE	
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DISCIPLINE AREA		HISTORY#
Course Prefix	Primary Qualifying Credential	Alternative Credential
AMH WOH	Master's degree with 18 graduate semester hours in History or Master's degree with a major in History	Not Applicable

DISCIPLINE AREA		HUMANITIES#
Course Prefix	Primary Qualifying Credential	Alternative Credential
HUM	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	Not Applicable

Credentialing Parameters by Discipline Area

L

DISCIPLINE AREA		LIBRARY #
Course Prefix	Primary Qualifying Credential	Alternative Credential
LIS	Master's degree with 18 graduate semester hours in Library Science or Master's degree with a major in Library Science	Not Applicable

Credentialing Parameters by Discipline Area

M

DISCIPLINE AREA		MATHEMATICS#
Course Prefix	Primary Qualifying Credential	Alternative Credential
MAC MAP MGF STA	Master's degree with 18 graduate semester hours in Mathematics or Statistics or Master's degree with a major in Mathematics or Statistics	Not Applicable
MTB	Master's degree with 18 graduate semester hours in Mathematics or Statistics or Master's degree with a major in Mathematics or Statistics or Masters of Business Administration	Not Applicable
MAT 1033	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	Not Applicable
MAT (Developmental)	Bachelor's degree in Mathematics, Mathematics Education, or Statistics or a related bachelor's degree with substantial mathematics coursework that includes <i>Calculus II</i> and has demonstrated competencies in the teaching discipline. Related degree fields may include Business, Business Education, Natural Sciences, Natural Sciences Education, Computer Science, Computer Science Education, Engineering, or other approved fields; but, any degree considered must include mathematics coursework through <i>Calculus II</i> .	Not Applicable
<u>Advisory Note:</u> 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	Primary Qualifying Credential	Alternative Credential
MSL	Master's degree in Military Science or Master's degree with at least 18 graduate semester hours in any combination of the qualifying fields	Not Applicable

DISCIPLINE AREA		MUSIC#
Course Prefix	Primary Qualifying Credential	Alternative Credential
MUH MUL MUN MUS MUT	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	Master's degree with a major in Music	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	Primary Qualifying Credential	Alternative Credential
NUR	Unrestricted license as registered nurse in Florida and Master's degree in nursing	Clinical Courses: Bachelor degree in Nursing with current license and 2 years related clinical experience

DISCIPLINE AREA		NUTRITION#
Course Prefix	Primary Qualifying Credential	Alternative Credential
HUN	Master's degree with 18 graduate semester hours in Nutrition or Master's degree with a major in Nutrition	Not Applicable

Credentialing Parameters by Discipline Area

0

DISCIPLINE AREA		OCCUPATIONAL THERAPY ASSISTANT #
Course Prefix	Primary Qualifying Credential	Alternative Credential
OTH	Occupational Therapy Assistant Licensure and Bachelor's degree in Occupational Therapy	Occupational Therapy Assistant Licensure and Associate degree with appropriate industry certification/licensure and work experience

DISCIPLINE AREA		OCEANOGRAPHY #
Course Prefix	Primary Qualifying Credential	Alternative Credential
OCE	Master's degree with 18 graduate semester hours in Geology, Earth Science, or related Marine Science subfield or Master's degree with a major in Geology, Earth Science, or related Marine Science subfield	Not Applicable

DISCIPLINE AREA		OFFICE ADMINISTRATION AND MEDICAL TRANSCRIPTION#
Course Prefix	Primary Qualifying Credential	Alternative Credential
OST	Master degree with at least 18 graduate semester hours in any combination of the following qualifying fields or a related field: Business Education Business Management Management/Computer Information Systems Instructional/Education Technology Office Systems Technology	Master degree plus related industry certification plus 2 years work experience in field

OST 1611C OST 2612C OST 2613C OST 2940	Certified Medical Transcriptionist industry certification and Bachelor's degree in Healthcare Administration or Business Administration	Certified Medical Transcriptionist industry certification and Associate's degree and significant industry experience
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Credentialing Parameters by Discipline Area

P

DISCIPLINE AREA		PHILOSOPHY #
Course Prefix	Primary Qualifying Credential	Alternative Credential
PHI	Master's degree with 18 graduate semester hours in Philosophy or Master's degree with a major in Philosophy	Not Applicable

DISCIPLINE AREA		PHOTOGRAPHY#
Course Prefix	Primary Qualifying Credential	Alternative Credential
PGY	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	Not Applicable

DISCIPLINE AREA		PHYSICAL SCIENCE#
Course Prefix	Primary Qualifying Credential	Alternative Credential
PSC	Master's degree with 18 graduate semester hours in Physics, Physical Science, or related subfields or Master's degree with a major in Physics, Physical Science, or related subfields	Not Applicable

DISCIPLINE AREA		PHYSICAL THERAPIST ASSISTANT#
Course Prefix	Primary Qualifying Credential	Alternative Credential
PHT	Licensure and Master or Bachelor's degree in Physical Therapy	Licensure and Associate's degree in Physical Therapist Assisting plus 2 years work experience in field

DISCIPLINE AREA		PHYSICS#
Course Prefix	Primary Qualifying Credential	Alternative Credential
PHY	Master's degree with 18 graduate semester hours in Physics or Master's degree with a major in Physics	Not Applicable

DISCIPLINE AREA		POLITICAL SCIENCE#
Course Prefix	Primary Qualifying Credential	Alternative Credential
POS	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	Not Applicable

*Advisory Note: 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.

DISCIPLINE AREA		PSYCHOLOGY#
Course Prefix	Primary Qualifying Credential	Alternative Credential
CLP DEP PSY SOP	Master's degree with 18 graduate semester hours in Psychology or Master's degree with a major in Psychology	Not Applicable

Advisory Notes: Course work in the areas of Educational Counseling, Guidance Counseling, Education, or Educational Psychology is not acceptable.

A degree and/or course work in Industrial/Organizational Psychology acceptable for Human Relations in Business and Industry (INP 1390) teaching assignments only.

DISCIPLINE AREA		PUBLIC ADMINISTRATION#
Course Prefix	Primary Qualifying Credential	Alternative Credential
PAD 4393 PAD 4141 PAD 4932 PAD 4152 PAD 4604	Master's degree in Public Administration or Public Policy Administration/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 Finance Grant Administration Management Public Administration Public Management Public Policy Public Safety Public Safety Administration Urban Planning and Development	Not Applicable
PAD 4204	Master's degree in Public Administration or Public Policy Administration/Management or Master's degree in Finance or Master's degree with at least 18 graduate semester hours in an appropriate combination of the following subject areas: Public Administration Public Policy Finance Public Funding	Not Applicable
PAD 4414	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: Human Resource Management Public Administration Public Policy	Not Applicable

PAD 4604	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	Not Applicable
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DISCIPLINE AREA		PUBLIC SAFETY MANAGEMENT#
Course Prefix	Primary Qualifying Credential	Alternative Credential
DSC 3079 PAD 4932 PAD 4393 PAD 3820	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 Management Police Science Public Administration Public Management Public Policy Public Safety Public Safety Administration Urban Planning and Development	Not Applicable

Credentialing Parameters by Discipline Area

R

DISCIPLINE AREA		RADIOGRAPHY#
Course Prefix	Primary Qualifying Credential	Alternative Credential
RTE	State of Florida licensure and certification from the American Registry of Radiologic Technologists and Bachelor's degree in Radiography	State of Florida licensure and certification from the American Registry of Radiologic Technologists and Associate's degree in Radiography plus 2 years work experience in field

DISCIPLINE AREA		READING#
Course Prefix	Primary Qualifying Credential	Alternative Credential
REA	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	Not Applicable
REA 0007 REA 0017 (College Prep)	Bachelor's degree with a major in Reading or Bachelor's degree in a related area: English, Literature, Language Arts, or Education and demonstrated competencies in the teaching discipline.	Not Applicable

*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	Primary Qualifying Credential	Alternative Credential
REL	Master's degree with 18 graduate semester hours in Religion or Theology or Master's degree with a major in Religion or Theology	Not Applicable

DISCIPLINE AREA		RESPIRATORY CARE#
Course Prefix	Primary Qualifying Credential	Alternative Credential
RET	Registered Respiratory Therapist credential and Bachelor's degree in Respiratory Therapy	Registered Respiratory Therapist credential and Associate's degree in Respiratory Therapy plus 2 years work experience in field

Credentialing Parameters by Discipline Area

S

DISCIPLINE AREA		SIGN LANGUAGE#
Course Prefix	Primary Qualifying Credential	Alternative Credential
ASL	18 graduate semester hours in American Sign Language or special education for the deaf + master's degree or a master's degree with a major in American Sign Language or special education for the deaf.	Some faculty in this area are credentialed based on outstanding professional experience and demonstrated contributions to the teaching discipline as professional American Sign Language interpreters.
<p><u>Advisory Note:</u> Even though some percentage of students use this course work in a transfer context (foreign language) it is typically considered enough of a hybrid that some combination of training (at least an associate degree), professional experience and formal certification is acceptable.</p>		

DISCIPLINE AREA		SOCIOLOGY#
Course Prefix	Primary Qualifying Credential	Alternative Credential
SYG	Master's degree with 18 graduate semester hours in Sociology or Master's degree with a major in Sociology	Not Applicable
<p><u>Advisory Note:</u> Course work in the area of Social Work is not acceptable.</p>		

DISCIPLINE AREA		SPANISH#
Course Prefix	Primary Qualifying Credential	Alternative Credential
SPN	Master's degree with 18 graduate semester hours in Spanish or Master's degree with a major in Spanish	Not Applicable
<p><u>Advisory Note:</u> Native fluency alone is not acceptable. Native fluency in combination with less than minimum requirements is not acceptable.</p>		

DISCIPLINE AREA		SPEECH#
Course Prefix	Primary Qualifying Credential	Alternative Credential
ORI SPC	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	Not Applicable

DISCIPLINE AREA		STUDENT LIFE SKILLS/ COLLEGE SUCCESS#
Course Prefix	Primary Qualifying Credential	Alternative Credential
SLS	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.	Not Applicable
SLS 1250	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 or Master's degree with 18 graduate semester hours in Psychology or Master's degree with a major in Psychology, Educational Counseling, Guidance Counseling, Education, or Educational Psychology	Not Applicable
SLS 1261	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	Not Applicable

	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	<p>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.</p> <p>and</p> <p>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.</p>	

DISCIPLINE AREA		SUPPLY CHAIN MANAGEMENT#
Course Prefix	Primary Qualifying Credential	Alternative Credential
TRA 1154 TRA 2230 TRA 2010 TRA 2131 MAN 1942 MAN 2930	<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 	Not Applicable

	Statistics Supply Chain Management Transportation	
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Credentialing Parameters by Discipline Area

T

DISCIPLINE AREA		THEATER AND ENTERTAINMENT#
Course Prefix	Primary Qualifying Credential	Alternative Credential
THE TPP TPA	Master's degree with 18 graduate semester hours in Theater or Master's degree with a major in Theater	Not Applicable

Credentialing Parameters by Discipline Area

W

DISCIPLINE AREA		WOMEN'S STUDIES#
Course Prefix	Primary Qualifying Credential	Alternative Credential
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	Not Applicable