



Credentialing Manual

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Credentialing Parameters for Disciplines

BAS, AA, AS, AAS, ATD, ATC, CCC, PSAV, CCE
Course Credentialing Verification System (CCVS)

[CCVS](#)

Accounting	Humanities
Aerospace Technology	Interdisciplinary
Air Conditioning	Japanese
Anthropology	Journalism
Art	Legal Assisting
Astronomy	Library Science
Automotive Service Technology	Mathematics
Biology	Medical Assisting
Business	Medical Coder/Biller
Chemistry	Medical Laboratory Technology
Child Development	Meteorology
Chinese	Music
Computer Applications	Nursing
Computer Science	Oceanography
Cosmetology	Office Technology
Criminal Justice	Patient Care Technician
Criminal Justice Academy	Philosophy
Culinary Arts	Phlebotomy
Dance	Physical Science
Dental Assisting	Physics
Dental Hygiene	Political Science
Drafting	Psychology
Economics	Public Safety
Education	Radiography
Educator Preparation Institute	Reading
Electronics	Real Estate
Emergency Medical Services	Religion
Engineering	Russian
English	Sign Language
English as Second Language	Social Sciences
Environmental Science	Sociology
Fire Science Technology	Spanish
French	Speech
Geology	Student Life Skills
German	Surgical Technology
Graphics Design	Television/Digital Media
Health & Physical Education	Theatre
Health Sciences	Veterinary Technology
History	Welding

Introduction

This manual lists the credentialing guidelines utilized by Eastern Florida State College for hiring faculty to teach Credit, College Preparatory and PSAV courses. These criteria are based on the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) guidelines on faculty credentials. This manual is intended to provide technical and procedural clarification for individuals responsible for faculty selection and credentialing. Procedures, forms, and general information are consistent with the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Comprehensive Standard #20 in the area of Programs, section on Faculty.

Faculty

Eastern Florida State College employs competent faculty members who possess the required academic credentials and who are otherwise qualified to accomplish the mission and goals of the institution. The institution considers the highest degree earned in the discipline for which the faculty member is hired to teach as well as general competence, effectiveness, and capacity, including any appropriate professional licensure and certifications, continuous professional development and all relevant and documented teaching experience. In each case, the college is responsible for justifying and documenting the qualifications of each faculty member.

All faculty must meet the stated credentials in this manual and as prescribed by the SACSCOC enumerated comprehensive credentialing standards.

The SACSCOC Guidelines on faculty credentials are described below:

3.7.1. The institution employs competent faculty members qualified to accomplish the mission and goals of the institution. When determining acceptable qualifications of its faculty, an institution gives primary consideration to the highest earned degree in the discipline in accordance with the guidelines listed below. The institution also considers competence, effectiveness, and capacity, including, as appropriate, undergraduate and graduate degrees, related work experiences in the field, professional licensure and certifications, honors and awards, continuous documented excellence in teaching, or other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes. For all cases, the institution is responsible for justifying and documenting the qualifications of its faculty

Course Options

Option Number	Description
1	<p>Transferable College Credit Courses</p> <p>Doctor's or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (minimum of 18 graduate semester hours)</p>
2	<p>AS Degree College Credit Courses – Transferable</p> <p>Doctor's or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (minimum of 18 graduate semester hours)</p> <p><i>Some Alternate Credentialing may be allowed.</i></p>
3	<p>Non Degree Diploma or Certificate Occupational Courses</p> <p>Some college or specialized training, but with an emphasis on competence gained through work experience</p>
4	<p>Educator Preparation Institute Courses -- Non-Transferable</p> <p>Master's degree with at least 18 graduate semester hours in Education and/or Reading and documented experience in teaching</p>
5	<p>Developmental Courses</p> <p>Baccalaureate degree or higher in the teaching discipline or in a discipline related to the teaching assignment (see course advisory notes).</p>

Systems

Course Credentialing Verification System (CCVS) - [CCVS](#)

This is where all the Credentialing Requirements are listed for each course

Faculty Credentialing Verification System (FCVS) - [FCVS](#) (log into *myEFSC* and launch the *Faculty Credentialing Verified* application)

This is where HR records all the courses an instructor is credentialed to teach, by discipline, then by course within the discipline

Establishing Faculty Credential Requirements

When an academic division, discipline or campus committee proposes a new course to the Academic Affairs Committee (AAC), the “**Minimum Instructor Qualifications**” must be identified on the Proposal for New Course form. Once the Academic Affairs Committee has recommended a new course for approval, the Provost Council and the Chief Learning Officer will review and approve as appropriate. Once all approvals are received, the instructor qualifications shall be entered on the Course Credential Verification System (CCVS) for the appropriate discipline.

In the event the AAC recommends the deletion of a course, or the change in discipline of a course from one program to another (engineering to electronics), the FCVS will be adjusted to reflect all such changes. All AAC minutes shall be sent to Human Resources for this purpose.

Applicants – Employment Applications

Adjunct positions

1. All applicants complete an on-line EFSC Employment Application
2. Attach application to the Adjunct position:
 - Part-time Faculty (Ongoing) - 012104-001F
3. Adjuncts select interested disciplines
4. Submit application
5. All applications are kept for 4 years
 - Archived Quarterly

FT Faculty positions

1. All applicants complete an on-line EFSC Employment Application
2. Attach application to the FT position
3. Submit application

Department Chair – Access Adjunct Employment Applications

1. Log into the **Personnel and Employment Administration** database using *MyEFSC*
2. Click on **Search Part-Time Faculty Positions by Name/Discipline**
3. Search by any of the following:
 - Name
 - Dates
 - Campus
 - Times
 - Days
 - Disciplines
4. Submit and review

Initial Faculty Credential Review

Full-time faculty applicants are reviewed by search committees that include faculty from the teaching discipline.

Part-time faculty applicants are reviewed by department chairs and/or the department dean/director.

This review consists of the following

1. Receipt and review of employment application and resume when available
2. Review of transcripts
3. Notation of courses instructor is to be credentialed
4. Review of CCVS to confirm educational degrees and coursework on transcript meet minimum credential requirements
5. Completion and execution of credentialing form
6. Form sent to Provost for approval

Initial Screening updates

1. HR is in the process of reviewing each discipline determining either (1) Qualified (2) Not Qualified or (3) Undetermined.
2. Currently, Department Chairs do not have this access, but when reviewing, have them notify Human Resources of any Not Qualified applicants and HR will update the system, so they do not appear in future queries.

Credentialing Packet

The Credentialing packet consists of the following items:

1. Completed Credentialing form
 - a. 2 signatures-Department Chair and Campus Provost
2. Course Descriptions (for each course)
3. Copy of Transcripts (official transcripts on file in HR)
4. CHEA page
5. Copy of unexpired Certifications/Licenses (if applicable)
6. 3rd party letter(s) of Experience (if applicable)
7. Copy of completed EFSC on-line Employment Application

Credentialing Form

The Credential Form must be completed and kept current for all teaching faculty. Specific faculty qualifications shall be used for assessment of faculty credentials including transcript analysis, teaching/professional experience and any certifications. The completed form shall be filed in the faculty member's Human Resources personnel folder and consolidated with credential records as they are received by the College. In the event a faculty member's teaching assignment changes to a new academic area or to a course for which the faculty member is not already credentialed, the Faculty Credential Form must be updated to reflect the appropriate credentials for such new course(s).

1. [EFSC Credentialing Form.pdf](#)

Course Descriptions

1. 1 for each course listed on the credentialing form
2. Course Credentialing Verification System (CCVS)- [CCVS](#)
3. What to look for:
 - Type of degree required
 - The area (major) of the degree required
 - Certifications required
 - 3rd party letter of experience required
 - Any Advisory Notes

Transcripts

For Transcripts to be official, they must be mailed (not electronic) directly from the College/University, mailed directly to EFSC Human Resources. Please have the College/University, mail the official transcripts to this address:

Eastern Florida State College

Attention: Human Resources

1519 Clearlake Road

Cocoa, FL 32922

Regionally Accredited Institutions

EFSC only accepts/acknowledges degrees and coursework from a Regionally Accredited Institution. Here is the list of Regionally Accredited Institutions:

- Middle States Commission on Higher Education(MSCHE)
- New England Association of Schools and Colleges Commission on Institutions of Higher Education (NEASC-CIHE)
- Higher Learning Commission (HLC)
- Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)
- Accrediting Commission for Community Colleges and Junior Colleges (ACCJC)
- WASC Senior College and University Commission (WSCUC)

CHEA page

To check for Regional Accreditation, we use the ***Council for Higher Education Accreditation (CHEA)*** website, which is www.chea.org. For help on the CHEA Page, follow this navigation:

1. Open link
2. Click on *Databases and Directories*
3. Click on *Database of Institutions and Programs Accredited by Recognized U.S. Accrediting Organizations*
4. Scroll to bottom, Select "*I Agree*"
5. In the *US State/Territory* field, use the drop-down box and select the State of the school
6. Click on *Search for Institution*
7. Find and click on the school
8. Print the CHEA page

International Degrees

Faculty with international degrees must have their coursework evaluated in terms of U.S. “equivalency”. EFSC requires that all international credential evaluations be conducted by one of the companies affiliated with the *National Association of Credential Evaluation Services (NACES)* and it must be a “Course by Course” transcript evaluation. Advisory statements on educational equivalence must be provided. Payment for the cost of the review will be the responsibility of the applicant. This will be noted on the faculty roster with the notation FRN TSCPT EVL. Here is the website for NACES: www.naces.org.

3rd Party Letters of Experience

All 3rd party letters must have the following:

1. Must be on Company Letterhead
2. HR must have the original (signed) letter on file
3. The letter must include Dates of Employment and Job Titles and verification of experience in the discipline.

Quarter Hours to Semester Hours

When reviewing Graduate transcripts that have Quarter Hours, they must be converted into Semester Hours. Here is the formula to convert Quarter Hours to Semester Hours:

$$1 \text{ quarter hour} = .67 \text{ semester hours}$$

Example: An individual possesses a Master’s degree with 15 graduate semester hours in the discipline, and a second transcript from another accredited institution, with 5 graduate quarter hours in the discipline:

$$5 \text{ quarter hours} \times .67 = 3.35 \text{ semester hours}$$

$$15 \text{ semester hours} + 3.35 = 18.35 \text{ semester hours in the discipline}$$

Additional Graduate Course Notes:

1. Undergraduate classes taken as an undergraduate cannot count towards graduate hours in the discipline.
2. Graduate courses taken that are described as eligible for counting towards a Bachelor’s degree or graduate degree may be counted if the course is taken after admission into graduate school and if it is counted towards the graduate degree in the appropriate discipline.

Credentialing Process Flow - General

1. Applicant completes on-line EFSC Employment Application and attaches to the Part time Faculty (on-going) position
2. Department Chair reviews/interviews applicants
3. Department Chair completes Credentialing packet and signs
4. Department Chair submits Credentialing packet to the campus Provost
5. Campus Provost reviews, if approved, campus Provost will sign and send to Human Resources
6. Human Resources reviews for qualifications and original paperwork
7. If OK, HR enters into Banner and the FCVS (Faculty Credentialing Verification System), then sends out approval email
8. If missing something, HR sends out email, indicating what is needed
9. Once all approved, HR creates the Personnel and Credentialing (red) files

Alternative Credentialing

In rare situations, faculty not meeting the stated criteria may be considered for hire as exceptions to the SACS guidelines and standards and the college will proceed with alternative credentialing methods in lieu of educational preparation.

Exceptions to stated faculty credentials may occur in the following cases:

1. The faculty member has professional experience and demonstrated contributions to the teaching discipline, which may be presented in lieu of formal academic preparation.
2. The faculty member has training in a closely related discipline and the competencies needed to teach the course objectives were covered in the related disciplines.
3. Graduate degrees in the discipline are not readily available within our region.

In these cases, the Department Chair must provide documentation as to how the faculty member's experience and/or education allows him/her to teach the objectives in the course. Supporting materials must accompany the form.

1. If the exception coursework, letters certifying the coursework taken is the equivalent to the required coursework listed for credentialing purposes. These letters should come from an academic officer from the department awarding the credits and should attest to the equivalency of the coursework.
2. If the exception concerns professional experience, documentation should include items such as certificates, awards, appearance on programs, and other evidence that the faculty candidate has been recognized as a professional in his/her field.
3. Letters from former supervisors, colleagues attesting to experience in the discipline related field.

When instructors are not credentialed by their educational preparation, they must be credentialed through the **Alternative Credentialing Process**. Such credentialing is based on the proposed instructor's academic and professional preparation, work experience, licensures, honors, awards, certifications. These alternative criteria must be related to the specific courses the instructor is assigned to teach. In each instance, a Letter of Justification must be completed for each instructor. The template for this letter can be found on the FCVS site. These letters should specifically note the following:

1. Professional preparation
2. Certificates
3. Licensures
4. Other competencies, skills, and experiences which the instructor brings to the course

The Chief Learning Officer will review all such justifications for any Faculty Credential Forms earmarked as Alternative Credentialed. Such alternative credentialing shall be for a period of three years for instructors teaching courses in technology, health science or associate degree programs where industry changes rapidly occur. Other faculty may receive alternative credentialing for a period of five years, upon which, their files will be reviewed and updated as appropriate.

The following may be used as a guide for letters of exception for alternative certification.

(ON LETTERHEAD)

To: Dan Capman, Human Resources

From: (Provost)

Subject: (Faculty Name) Letter of Justification

Date:

(Faculty Name) has achieved the following academic accomplishments:

He/She has also achieved the following work experience, awards, certification, recognition of accomplishments:

Based on his/her past educational and experiential accomplishments, I strongly feel that

(Faculty Name) is qualified to teach (Courses or programs).

Also include any other circumstances for the individual such as. In the nursing program, it is important for our students to receive clinical experiences that prepare them to enter the workforce. This instructor is currently working as a medical surgical nurse which is the preferred learning experience for our students. This instructor will be under the supervision of a master's prepared nursing instructor.)

Roster Review

Each term, HR will generate and disseminate a roster of all FT Faculty and PT Faculty who teach Credit, College Preparatory and PSAV courses.

- a. This roster will include the Instructors courses for this term (teaching), along with the credentialing information currently on file, which includes any transcripts, relevant certifications, licenses, and verified work experience based on approved credentialing criteria
- b. This roster will be reviewed first by department chairs, then Provosts or designee.

Credentialing Review Schedule

Year	AA Disciplines	AS, PSAV Disciplines
2016-2017	Humanities, Religion, Education	Aerospace, Crime Scene Technology, Early Childhood Education, EMS, Fire Science, Paralegal Studies, Officer Administration, CJ Technology, Accounting Operations, Law Enforcement, Corrections Officer, Public Safety Telecommunication
2017-2018	Social/Behavior, Library	Computer Information Technology, Computer Programming & Analysis, Digital TV/Digital Media Production, Drafting & Design, Digital Design, Graphics Technology, Interior Design, Networking Service Technology, Customer Service Technician
2017-2018	Communications, Speech, Foreign Language, Fine Arts, EAP	Health Sciences, Institute of Nursing, HVAC, Automotive Services, Cosmetology, Facial Specialty, Nails Specialty, Culinary, Medical Secretary, Welding
2018-2019	Science, Engineering	Aerospace, Crime Scene Technology, Early Childhood Education, EMS, Fire Science, Paralegal Studies, Officer Administration, CJ Technology, Accounting Operations, Law Enforcement, Corrections Officer, Public Safety Telecommunication
2018-2019	Mathematics, Business	Health Sciences, Institute of Nursing, HVAC, Automotive Services, Cosmetology, Facial Specialty, Nails Specialty, Culinary, Medical Secretary, Welding

Credentialing FAQs

1. Can lawyers, individuals with Juris Doctorates, teach political science, Legal Assisting, criminal justice or business law?

To teach political science, an individual must have 18 graduate semester hours in political science; a Juris Doctorate can teach business law (BUL), Legal Assisting/paralegal and criminal justice law (CJL) courses.

2. Can social workers teach sociology?

A Master's degree with 18 graduate semester hours in the discipline, specifically sociology, is required to teach this subject. Social work clinical courses cannot count towards meeting the graduate semester hour minimum. In most cases; a M.S.W. does not have the credentials to teach sociology.

3. Are guidance counselors eligible to teach psychology?

A Master's degree with 18 graduate semester hours in the disciplines of psychology or counseling psychology is required to teach this subject. Graduate hours in educational guidance counseling may not be applied.

4. May graduate courses in Mathematics Education, with a prefix of EDU(C), count towards the requisite graduate hours in mathematics?

Mathematics Education graduate courses may be counted as graduate hours towards the discipline of mathematics *only if* the course title strongly suggests that graduate mathematics discipline content was covered. Courses with emphasis on pedagogy or teaching methods cannot be used to qualify an individual to teach college level mathematics.