

MISSISSIPPI DELTA COMMUNITY COLLEGE



FACULTY CREDENTIALING MANUAL

2021-2022

DR. TYRONE JACKSON, PRESIDENT

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BOGGS-SCROGGINS STUDENT SERVICES BUILDING
TWEBSTER@MSDELTA.EDU

FACULTY GUIDELINES FOR ACADEMICS

Credentialing Parameters for MDCC Disciplines

Degrees and course work must be obtained from institutions that are nationally accredited colleges or universities. Any deviation from this practice must be approved by the President of the College or his designee in conjunction with the Vice President of Instruction and Human Resources. 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.

Associate of Arts

DISCIPLINE		Accounting (ACC)	
Course Prefix	T (Transfer)	N (Non- Transfer)	Minimum Requirements
ACC	√		Master's degree in Accounting or master's degree with 18 graduate hours in accounting

DISCIPLINE		ART (ART)	
Course Prefix	T (Transfer)	N (Non- Transfer)	Minimum Requirements
ART	√		Master's degree in fine arts or master's degree with 18 graduate hours in art

DISCIPLINE		Biology (BIO)	
Course Prefix	T (Transfer)	N (Non-Transfer)	Minimum Requirements
BIO	√		Master's degree with a major in biology, botany, zoology or a related biological science or medical subfield or master's degree with 18 graduate semester hours in biology, botany, zoology or related biological science or medical sub-field

DISCIPLINE		Business (BAD)	
Course Prefix	T (Transfer)	N (Non-Transfer)	Minimum Requirements
BAD	√		Master's degree in business administration (MBA) or master's degree with 18 graduate hours in business

DISCIPLINE		Business (BOA)	
Course Prefix	T (Transfer)	N (Non-Transfer)	Minimum Requirements
BOA	√		Master's degree in business administration (MBA) or business education or technology or master's degree with 18 graduate hours in business

DISCIPLINE		Chemistry (CHE)	
Course Prefix	T (Transfer)	N (Non-Transfer)	Minimum Requirements
CHE	√		Master's degree in Chemistry or master's degree with 18 graduate hours in chemistry

DISCIPLINE		Computer Science (CSC)	
Course Prefix	T (Transfer)	N (Non-Transfer)	Minimum Requirements
CSC	√		Master's degree in Computer Science or Technology or master's degree with 18 graduate hours in computer science

DISCIPLINE		Criminal Justice (CRJ)	
Course Prefix	T (Transfer)	N (Non-Transfer)	Minimum Requirements
CRJ	√		Master's degree in Criminal Justice or master's degree with 18 graduate hours in criminal justice

DISCIPLINE		Economics (ECO)	
Course Prefix	T (Transfer)	N (Non-Transfer)	Minimum Requirements
ECO	√		Master's degree in Economics or Business Administration (MBA) with 18 graduate hours in economics or master's degree with 18 graduate hours in economics

DISCIPLINE		ENGLISH (ENG)	
Course Prefix	T (Transfer)	N (Non-Transfer)	Minimum Requirements
ENG (English ACT sub score of 17 or above to take this class.)	√		Master's degree in English or master's degree with 18 graduate hours in English

DISCIPLINE		ENGLISH (ENG--College Prep/Developmental)	
Course Prefix	T (Transfer)	N (Non-Transfer)	Minimum Requirements
ENG 0113 Beginning English (English ACT sub score of 13 or below.) ENG 0123 Intermediate English (English ACT sub score of 14, 15, or 16.)		√	Bachelor's degree in English or in a related field or master's degree in English or related field

DISCIPLINE		Geography (GEO)	
Course Prefix	T (Transfer)	N (Non-Transfer)	Minimum Requirements
GEO	√		Master's degree in Social Science or Geography or master's degree with 18 graduate hours in geography

DISCIPLINE		Health, Physical Education and Recreation (HPER)	
Course Prefix	T (Transfer)	N (Non-Transfer)	Minimum Requirements
HPR	√		Master's degree in Physical Education or master's degree with 18 graduate hours in physical education

DISCIPLINE		History (HIS)	
Course Prefix	T (Transfer)	N (Non-Transfer)	Minimum Requirements
HIS	√		Master's degree in History or master's degree with 18 graduate hours in history

DISCIPLINE		Journalism (JOU)	
Course Prefix	T (Transfer)	N (Non-Transfer)	Minimum Requirements
JOU	√		Master's degree in English or Journalism or master's degree in a related field (This is the college's yearbook)

DISCIPLINE		Leadership (LEA)	
Course Prefix	T (Transfer)	N (Non-Transfer)	Minimum Requirements
LEA	√		Master's degree in no particular subject area

DISCIPLINE		Life Skills (LLS)	
Course Prefix	T (Transfer)	N (Non-Transfer)	Minimum Requirements
LLS	√		Faculty teaching Life Skills 3 semester hour courses (LLS 1413 or 1723) must hold a master's degree in no particular subject area.

DISCIPLINE		Mathematics (MAT)	
Course Prefix	T (Transfer)	N (Non-Transfer)	Minimum Requirements
MAT (MAT ACT sub score of 19 is required to take MAT 1313.)	√		Master's degree in Mathematics or master's degree with 18 graduate hours in mathematics

DISCIPLINE		Mathematics (MAT--College Prep/Developmental)	
Course Prefix	T (Transfer)	N (Non-Transfer)	Minimum Requirements
MAT 0123- Beginning Algebra (MAT ACT sub score of 15 or below.) MAT 1233— Intermediate Algebra (MAT ACT sub score of 16, 17, or 18.)		√	Bachelor's degree in Mathematics or related field

DISCIPLINE		Music Applied (MUA)	
Course Prefix	T (Transfer)	N (Non-Transfer)	Minimum Requirements
MUA	√		Bachelor's or Master's in Music or master's degree with 18 graduate hours in music

DISCIPLINE		Music Foundation (MUS)	
Course Prefix	T (Transfer)	N (Non-Transfer)	Minimum Requirements
MUS	√		Master's degree in music or master's degree with 18 graduate hours in music

DISCIPLINE		Music Organizations (MUO)	
Course Prefix	T (Transfer)	N (Non-Transfer)	Minimum Requirements
MUO	√		Bachelor's or Master's degree in music or master's degree with 18 graduate hours in music

DISCIPLINE		Philosophy and Bible (PHI)	
Course Prefix	T (Transfer)	N (Non-Transfer)	Minimum Requirements
PHI	√		Master's degree in Divinity or Bible or master's degree with 18 graduate hours in Bible

DISCIPLINE		Political Science (PSC)	
Course Prefix	T (Transfer)	N (Non-Transfer)	Minimum Requirements
PSC	√		Master's degree in social science/history or master's degree with 18 graduate hours in social science

DISCIPLINE		Physical Science (PHY)	
Course Prefix	T (Transfer)	N (Non-Transfer)	Minimum Requirements
PHY	√		Master's degree in Natural Sciences or master's degree with 18 graduate hours in physical science

DISCIPLINE		Psychology (PSY)	
Course Prefix	T (Transfer)	N (Non-Transfer)	Minimum Requirements
PSY	√		Master's degree in Psychology or Counseling Psychology or master's degree with 18 graduate hours in psychology

DISCIPLINE		Sociology (SOC)	
Course Prefix	T (Transfer)	N (Non-Transfer)	Minimum Requirements
SOC	√		Master's degree in Sociology or Social Science or master's degree with 18 graduate hours in sociology

DISCIPLINE		Public Speaking (SPT)	
Course Prefix	T (Transfer)	N (Non-Transfer)	Minimum Requirements
SPT	√		Master's degree in Communication or Communicative Disorders (Speech/Hearing) or
			master's degree with 18 graduate hours in communication, or communicative disorders (Speech/Hearing)

DISCIPLINE		Social Work (SWK)	
Course Prefix	T (Transfer)	N (Non-Transfer)	Minimum Requirements
SWK	√		Master's degree in Social Work or master's degree with 18 graduate hours in social work

FACULTY GUIDELINES FOR CAREER TECHNICAL

Associate of Applied Science

*Credits earned in the Career Technical area may be applied to the Bachelor of Applied Science Degree at universities in the State of Mississippi.

DISCIPLINE		Accounting Technology	
Course Prefix	T (Transfer)	N (Non-Transfer)	Minimum Requirements
BOT	√	√	<ul style="list-style-type: none"> • Must hold a minimum of an Associate's degree in the teaching discipline or a closely-related discipline. In appropriate, limited circumstances, MDCC also considers alternative qualifications such as other degrees, related work experiences, licensures, certifications, and documentation of teaching experiences. • Two years of work experience within the last five years related to the program of study; five years or more is preferred.

DISCIPLINE		Administrative Office Technology	
Course Prefix	T (Transfer)	N (Non-Transfer)	Minimum Requirements
BOT	√	√	<ul style="list-style-type: none"> • Must hold a minimum of an Associate's degree in the teaching discipline or a closely-related discipline. In appropriate, limited circumstances, MDCC also considers alternative qualifications such as other degrees, related work experiences, licensures,

			<p>certifications, and documentation of teaching experiences.</p> <ul style="list-style-type: none"> • Two years of work experience within the last five years related to the program of study; five years or more is preferred.
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DISCIPLINE		Automotive Mechanics Technology	
Course Prefix	T (Transfer)	N (Non-Transfer)	Minimum Requirements
ATT	√	√	<ul style="list-style-type: none"> • Must hold a minimum of an Associate's degree in the teaching discipline or a closely-related discipline. In appropriate, limited circumstances, MDCC also considers alternative qualifications such as other degrees, related work experiences, licensures, certifications, and documentation of teaching experiences. • Two years of work experience within the last five years related to the program of study; five years or more is preferred.

DISCIPLINE		Business Management Technology	
Course Prefix	T (Transfer)	N (Non-Transfer)	Minimum Requirements
BOT	√	√	<ul style="list-style-type: none"> • Must hold a minimum of an Associate's degree in the teaching discipline or a closely-related discipline. In appropriate, limited circumstances, MDCC also considers alternative qualifications such as other degrees, related work experiences, licensures, certifications, and documentation of teaching experiences. • Two years of work experience within the last five years related to the program of study; five years or more is preferred.

DISCIPLINE		Culinary Arts Technology	
Course Prefix	T (Transfer)	N (Non-Transfer)	Minimum Requirements
CUT HRT	√	√	<ul style="list-style-type: none"> • Must hold a minimum of an Associate's degree in the teaching discipline or a closely-related discipline. In appropriate, limited circumstances, MDCC also considers alternative qualifications such as other degrees, related work experiences, licensures, certifications, and documentation of teaching experiences.

			<ul style="list-style-type: none"> Two years of work experience within the last five years related to the program of study; five years or more is preferred.
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DISCIPLINE		Drafting and Design Technology	
Course Prefix	T (Transfer)	N (Non-Transfer)	Minimum Requirements
DDT	√	√	<ul style="list-style-type: none"> Must hold a minimum of an Associate's degree in the teaching discipline or a closely-related discipline. In appropriate, limited circumstances, MDCC also considers alternative qualifications such as other degrees, related work experiences, licensures, certifications, and documentation of teaching experiences. Two years of work experience within the last five years related to the program of study; five years or more is preferred.

DISCIPLINE		Electrical Technology	
Course Prefix	T (Transfer)	N (Non-Transfer)	Minimum Requirements
ELT	√	√	<ul style="list-style-type: none"> Must hold a minimum of an Associate's degree in the teaching discipline or a closely-related discipline. In appropriate, limited circumstances, MDCC also

			<p>considers alternative qualifications such as other degrees, related work experiences, licensures, certifications, and documentation of teaching experiences.</p> <ul style="list-style-type: none"> • Two years of work experience within the last five years related to the program of study; five years or more is preferred.
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DISCIPLINE		Field Crops Technology/ Business & Mgt.	
Course Prefix	T (Transfer)	N (Non-Transfer)	Minimum Requirements
AGR AGT	√	√	<ul style="list-style-type: none"> • Must hold a minimum of an Associate's degree in the teaching discipline or a closely-related discipline. In appropriate, limited circumstances, MDCC also considers alternative qualifications such as other degrees, related work experiences, licensures, certifications, and documentation of teaching experiences. • Two years of work experience within the last five years related to the program of study; five years or more is preferred.

DISCIPLINE		Industrial Maintenance Technology	
Course Prefix	T (Transfer)	N (Non-Transfer)	Minimum Requirements
IMM	√	√	<ul style="list-style-type: none"> • Must hold a minimum of an Associate's degree in the teaching discipline or a closely-related discipline. In appropriate, limited circumstances, MDCC also considers alternative qualifications such as other degrees, related work experiences, licensures, certifications, and documentation of teaching experiences. • Two years of work experience within the last five years related to the program of study; five years or more is preferred.

DISCIPLINE		Precision Manufacturing and Machining Technology	
Course Prefix	T (Transfer)	N (Non-Transfer)	Minimum Requirements
MST	√	√	<ul style="list-style-type: none"> • Must hold a minimum of an Associate's degree in the teaching discipline or a closely-related discipline. In appropriate, limited circumstances, MDCC also considers alternative qualifications such as other degrees, related work experiences, licensures, certifications, and documentation of teaching experiences.

			<ul style="list-style-type: none"> Two years of work experience within the last five years related to the program of study; five years or more is preferred.
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DISCIPLINE		Precision Agriculture Technology	
Course Prefix	T (Transfer)	N (Non-Transfer)	Minimum Requirements
AGR AGT	√	√	<ul style="list-style-type: none"> Must hold a minimum of an Associate's degree in the teaching discipline or a closely-related discipline. In appropriate, limited circumstances, MDCC also considers alternative qualifications such as other degrees, related work experiences, licensures, certifications, and documentation of teaching experiences. Two years of work experience within the last five years related to the program of study; five years or more is preferred.

FACULTY GUIDELINES FOR CAREER TECHNICAL

Certificates of Completion

*Credits earned in the Career Technical area may be applied to the Bachelor of Applied Science Degree at some universities in the State of Mississippi.

DISCIPLINE		Business & Office Technology	
Course Prefix	T (Transfer)	N (Non- Transfer)	Minimum Requirements
BOT	√	√	<ul style="list-style-type: none"> • Must hold a minimum of an Associate’s degree in the teaching discipline or a closely-related discipline. In appropriate, limited circumstances, MDCC also considers alternative qualifications such as other degrees, related work experiences, licensures, certifications, and documentation of teaching experiences. • Two years of work experience within the last five years related to the program of study; five years or more is preferred.

DISCIPLINE		Construction Equipment Operation	
Course Prefix	T (Transfer)	N (Non- Transfer)	Minimum Requirements
CEV	√	√	<ul style="list-style-type: none"> • Must hold a minimum of an Associate’s degree in the teaching discipline or a closely-related discipline. In appropriate, limited circumstances, MDCC also considers alternative

			<p>qualifications such as other degrees, related work experiences, licensures, certifications, and documentation of teaching experiences.</p> <ul style="list-style-type: none"> • Two years of work experience within the last five years related to the program of study; five years or more is preferred.
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DISCIPLINE		Culinary Arts Technology	
Course Prefix	T (Transfer)	N (Non-Transfer)	Minimum Requirements
CUT HRT	✓	✓	<ul style="list-style-type: none"> • Must hold a minimum of an Associate’s degree in the teaching discipline or a closely-related discipline. In appropriate, limited circumstances, MDCC also considers alternative qualifications such as other degrees, related work experiences, licensures, certifications, and documentation of teaching experiences. • Two years of work experience within the last five years related to the program of study; five years or more is preferred.

DISCIPLINE		Electrical Technology	
Course Prefix	T (Transfer)	N (Non-Transfer)	Minimum Requirements
ELT	√	√	<ul style="list-style-type: none"> • Must hold a minimum of an Associate's degree in the teaching discipline or a closely-related discipline. In appropriate, limited circumstances, MDCC also considers alternative qualifications such as other degrees, related work experiences, licensures, certifications, and documentation of teaching experiences. • Two years of work experience within the last five years related to the program of study; five years or more is preferred.

DISCIPLINE		Drafting and Design Technology	
Course Prefix	T (Transfer)	N (Non-Transfer)	Minimum Requirements
DDT	√	√	<ul style="list-style-type: none"> • Must hold a minimum of an Associate's degree in the teaching discipline or a closely-related discipline. In appropriate, limited circumstances, MDCC also considers alternative qualifications such as other degrees, related work experiences, licensures, certifications, and documentation of teaching experiences.

			<ul style="list-style-type: none"> Two years of work experience within the last five years related to the program of study; five years or more is preferred.
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DISCIPLINE		Field Crops Technology	
Course Prefix	T (Transfer)	N (Non-Transfer)	Minimum Requirements
AGR AGT	√	√	<ul style="list-style-type: none"> Must hold a minimum of an Associate's degree in the teaching discipline or a closely-related discipline. In appropriate, limited circumstances, MDCC also considers alternative qualifications such as other degrees, related work experiences, licensures, certifications, and documentation of teaching experiences. Two years of work experience within the last five years related to the program of study; five years or more is preferred.

DISCIPLINE		Heating, Ventilation, Air Conditioning, & Refrigeration Technology	
Course Prefix	T (Transfer)	N (Non-Transfer)	Minimum Requirements
ACT SMT	√	√	<ul style="list-style-type: none"> Must hold a minimum of an Associate's degree in the teaching discipline or a closely-related discipline. In appropriate, limited circumstances, MDCC also

			<p>considers alternative qualifications such as other degrees, related work experiences, licensures, certifications, and documentation of teaching experiences.</p> <ul style="list-style-type: none"> • Two years of work experience within the last five years related to the program of study; five years or more is preferred.
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DISCIPLINE		Industrial Maintenance Technology	
Course Prefix	T (Transfer)	N (Non-Transfer)	Minimum Requirements
IMM	√	√	<ul style="list-style-type: none"> • Must hold a minimum of an Associate's degree in the teaching discipline or a closely-related discipline. In appropriate, limited circumstances, MDCC also considers alternative qualifications such as other degrees, related work experiences, licensures, certifications, and documentation of teaching experiences. • Two years of work experience within the last five years related to the program of study; five years or more is preferred.

DISCIPLINE		Precision Manufacturing and Machining Technology	
Course Prefix	T (Transfer)	N (Non-Transfer)	Minimum Requirements
MST	√	√	<ul style="list-style-type: none"> • Must hold a minimum of an Associate's degree in the teaching discipline or a closely-related discipline. In appropriate, limited circumstances, MDCC also considers alternative qualifications such as other degrees, related work experiences, licensures, certifications, and documentation of teaching experiences. • Two years of work experience within the last five years related to the program of study; five years or more is preferred.

DISCIPLINE		Welding	
Course Prefix	T (Transfer)	N (Non-Transfer)	Minimum Requirements
WLT	√	√	<ul style="list-style-type: none"> • Must hold a minimum of an Associate's degree in the teaching discipline or a closely-related discipline. In appropriate, limited circumstances, MDCC also considers alternative qualifications such as other degrees, related work experiences, licensures, certifications, and documentation of teaching experiences.

			<ul style="list-style-type: none"> • Two years of work experience within the last five years related to the program of study; five years or more is preferred.
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Special Note: Bachelor of Applied Science

The Bachelor of Applied science degree is intended to serve the needs of adults who have completed a technical associate degree program through a community college or the military and are seeking additional education for career advancement. Due to this new degree, all AAS degrees, career certificates, and technical certificates will have the same instructor qualifications:

- **Must hold a minimum of an Associate’s degree in the teaching discipline or a closely-related discipline. In appropriate, limited circumstances, MDCC also considers alternative qualifications such as other degrees, related work experiences, licensures, certifications, and documentation of teaching experiences.**
- **Two years of work experience within the last five years related to the program of study; five years or more is preferred.**

FACULTY GUIDELINES FOR ALLIED HEALTH

Associate in Applied Science

*Credits earned in the Allied Health area **may be applied** to other degrees at universities in the State of Mississippi.

DISCIPLINE		Associate Degree Nursing (ADN)	
Course Prefix	T (Transfer)	N (Non- Transfer)	Minimum Requirements
NUR	√	√	<p>A master's degree with a major in nursing and 1 year clinical experience or a Bachelor's Degree in Nursing and currently enrolled in a graduate nursing program.</p> <p>Program Director must hold a master's or doctoral degree in nursing with 5 years' experience in nursing education and a minimum of two years of clinical experience.</p> <p>All faculty must hold a current, active and unencumbered licensure in the State as a registered nurse or nurse practitioner.</p>

DISCIPLINE		Dental Hygiene Technology (DHT)	
Course Prefix	T (Transfer)	N (Non-Transfer)	Minimum Requirements
DHT	√	√	<p>Full time Didactic faculty must hold a baccalaureate or higher degree, part-time didactic faculty must hold a baccalaureate degree or be currently enrolled in a baccalaureate degree program. All dental hygiene faculty must demonstrate competencies in the teaching discipline.</p> <p>Faculty who are dental hygienists must be a graduate of a dental hygienic program accredited by the Commission on Dental Accreditation.</p> <p>Program Director must hold a master's or higher degree or currently enrolled in a master's degree program or is a dentist with a background in education.</p> <p>All faculty must hold a state licensure in dental practice.</p>

DISCIPLINE		Medical Laboratory Technology (MLT)	
Course Prefix	T (Transfer)	N (Non-Transfer)	Minimum Requirements
MLT	√	√	<p>A baccalaureate degree or an associate's degree Medical Laboratory Scientist/Medical Technologist and demonstrated competencies in the teaching discipline and hold a current certification as a MT/CLS generalist.</p> <p>Program Director must hold a master's or doctoral degree; hold</p>

			certification as a Medical Laboratory Scientist/Medical Technologist (ASCP-BOC) generalist; must have 3 years of teaching experience.
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DISCIPLINE		Radiologic Technology (RGT)	
Course Prefix	T (Transfer)	N (Non-Transfer)	Minimum Requirements
RGT	√	√	<p>A master's degree with a major in radiography or health related field or Bachelor's degree in Radiography or health related field with 2 years clinical experience in the professional discipline and demonstrated competencies in the teaching discipline.</p> <p>Clinical Coordinator holds a minimum of a bachelor's degree with 2 years clinical experience in the professional discipline and 1 years' experience as an instructor in a JRCERT accredited program.</p> <p>Program Director holds a minimum of a master's degree, has 3 years clinical experience in the professional discipline, 2 years' experience as an instructor in a JRCERT accredited program.</p> <p>Current licensure in the State as a certified radiologic technologist (CRT) and Current registration by the American Registry of Radiologic Technologists (ARRT) required for all positions.</p>

DISCIPLINE		Physical Therapist Assistant (PTA)	
Course Prefix	T (Transfer)	N (Non-Transfer)	Minimum Requirements
PTA	√	√	<p>Bachelor's degree in Physical Therapy or An associate's degree in Physical Therapist Assistant and demonstrated competencies in the teaching discipline.</p> <p>Clinical Education Coordinator must be a licensed PT or PTA with 3 years of full time post licensure clinical practice, 2 years of the clinical practice must include experience as a CCE or CI in PT or 2 years' experience in teaching, curriculum development and administration in a PT or PTA program.</p> <p>Program Director holds a minimum of a Master's degree or higher; hold current license to practice as a PT or PTA; minimum of 5 years post licensure full-time experience that includes a minimum of 3 years of full-time clinical experience and post-professional course work in accordance with the PTA accrediting body (CAPTE).</p> <p>Current appropriate license to practice as a PT or PTA in the state where employment occurs. Required of all positions.</p>

Certificates of Completion for Allied Health

DISCIPLINE		Health Care (Nurse) Assistant (CNA)	
Course Prefix	T (Transfer)	N (Non-Transfer)	Minimum Requirements
HCA		√	An associate degree in nursing and Current, active and unencumbered licensure in the State as a registered nurse or nurse practitioner.

DISCIPLINE		Practical Nursing (PN)	
Course Prefix	T (Transfer)	N (Non-Transfer)	Minimum Requirements
PNV		√	A baccalaureate degree in nursing or Associate's Degree in Nursing with 3 years clinical experience working as a RN or 2 years' experience as faculty in a nursing/allied health program. Program Director must hold a minimum of a Bachelors of Nursing degree with 5 years clinical experience of 3 years' experience as a faculty in a nursing/allied health program. Current, active and unencumbered licensure in the State as a registered nurse or nurse practitioner.

DISCIPLINE		Phlebotomy (PBT)	
Course Prefix	T (Transfer)	N (Non- Transfer)	Minimum Requirements
PBT		√	A baccalaureate degree or an associate's degree Medical Laboratory Scientist/Medical Technologist and demonstrated competencies in the teaching discipline and hold a current certification as a MT/CLS generalist.

Certification of Credentials for Instructions
(Faculty member MUST meet SACSCOC guidelines)

Faculty Name: _____ **Full Time** _____ **Part Time** _____

Area: _____ **Date of Employment** _____

Official Transcript on File: _____ **yes** _____ **no** _____

Certificate: _____ **From:** _____

Associate Degree: _____ **From:** _____

Bachelor's Degree: _____ **From:** _____

Master's Degree: _____ **From:** _____

Doctorate Degree: _____ **From:** _____

List the Course Numbers, Name of Courses, and # of Hours for Teaching Area:

Course Number and Name	# Hrs.
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Signature of Division Chair	Date
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Approval by VP of Instruction	Date
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RETURN COMPLETED FORM TO SACSCOC LIAISON

Completed form will be housed in the Office of Human Resources