

E-LEARNING FACULTY CREDENTIAL FORM

Directions: Items 1-16 may be completed by the Assistant Dean, but should be reviewed for accuracy by the VP. It is necessary to attach official transcripts and/or certificates and licenses.

(1) Name of Faculty Applicant: _____ (2) Department: _____

(3) Courses faculty are credentialed to teach:

(4) Degree/Major	(5) Graduate Semester Hours /Discipline	(6) Institution granting degree/credits	(7) Date Degree Conferred
(8) Certifications/Licenses		(9) Expiration Date of Certifications/Licenses	(10) Hours awarded with Certifications

(11) **Accreditation-** Are degree/credit granting institutions regionally accredited?

Note: For International institutions, attach copy of Foreign Evaluation Verification Letter from approved agency.

(12) **Communication skills-** Has written and oral command of English been verified?

Note: Explain process used to determine competency. Writing sample should be retained in Department files.

(a) Written: _____

(b) Oral: _____

(13) **Experience-** Does the faculty applicant have Online teaching experience?

(14) **Documentation:** Have official transcripts and supporting materials been received?

(15) **Credential Status (Check Appropriate Category)**

CTC- Credentialed for transfer credit courses

CNC- Credentialed for non-transfer, occupational, and college prep courses. Education and training consistent with MSCHE requirements.

CE- Credentialed as an exception. Completion of exception form documentation is required. Approval of VPAA or VPEL required.

(16) Assistant Dean: _____ Date: _____

(17) VPAA/VPEL: _____ Date: _____

Check: Compliant with Degree Compliant with 18 GSH in field Compliant with Certs/Licenses

