

APPLICATION FOR CREDENTIALING

PLEASE READ INSTRUCTIONS CAREFULLY: The appropriate academic administrator is responsible for completing this document, in concert with the applicant, who assumes full responsibility for providing all necessary documentation and signatures.

Official transcripts and/or verification of work experience and any documentation required for faculty credentialing should be attached to this application. If this is not possible, please attach an explanation to indicate that the necessary documentation has been sent separately, or is already on file in the Human Resources Department based on prior employment.

Candidates requesting a credentials review must have official transcripts and/or original letters verifying work experience forwarded directly from their college, university or former employer to the appropriate Program Manager, Academic Director or Dean. Documents received from other sources will not be considered as original and will not be accepted.

TYPE OF INSTRUCTOR

Indicate what type of instructor this candidate is being considered for at Florida State College at Jacksonville.

- Adjunct Instructor
 Adjunct Instructor – Continuing Education ONLY
 Adjunct Instructor – Contingent Worker
 Full-Time Faculty
 Adding New Credentialing Courses (Outside of current discipline)
 Adding/Amending Pay Rates to Current Instructor

ONLINE APPLICATION

Did this candidate complete an online application? Yes No*

***Online application must be completed in order to start the hiring process**

Last Name	First Name	Middle Name	Maiden Name or Suffix

ACADEMIC RECORD

Adjunct Instructor – Contingent Worker and Adjunct Instructor Continuing Education are excluded from completing this section.

University/College/School *MUST LIST ALL SCHOOLS*	Location City, State	Degree Completed? Y/N	Degree	Official Transcripts Attached? (Y/N)	Major	Full Name on Transcript during attendance
1.						
2.						
3.						
4.						

REQUESTED START DATE: _____ **ACTUAL START DATE (Completed by HR):** _____

LICENSES/CERTIFICATES

Attach certified true copy of the State Occupational License or Industry Certification/License, if required.
Adjunct Instructor - Contingent Worker & Adjunct Instructor - Continuing Education are excluded from completing this section.

Agency Name	Type of Certificate/License	License Number	<u>Expiration Date: (If Applicable)</u>	Name on Certificate/License

In addition to the completion of this Application for Faculty Credentialing form the following must also be included, if applicable:

- **Official transcript(s) from all degree granting institutions bearing the seal of the institution, the signature of the registrar, and descriptive course titles;**
- **Proof of high school completion for non-degreed applicants**
- **For International institutions, a copy of the Foreign Evaluation Verification Letter from an approved agency;**
- **For occupational and adult education credentialing, verification of work experience submitted on the employer's business stationery, including specific dates and job titles held.**

QUALIFYING COURSEWORK

Attach certified true copy of the State Occupational License or Industry Certification/License, if required.
Adjunct Instructor - Contingent Worker & Adjunct Instructor - Continuing Education are excluded from completing this section.

Course #	Title	University/College	Accrediting Organization	Undergrad Hours	Grad Hours	Quarter Hours (If Applicable)
Total Hours:						



ALTERNATIVE CREDENTIALING

ALTERNATIVE CREDENTIALING BY DEMONSTRATED COMPETENCY: In EXCEPTIONAL cases, outstanding professional experience & demonstrated contributions to the teaching discipline may be presented in lieu of formal academic preparation for faculty members teaching both transfer & non-transfer courses in these areas. Such cases **must** be justified in a Letter of Exception (LOE), Letter of Verification (LOV), or Letter of Qualification (LOQ) on an individual basis and documentation kept on file in Human Resources.

1) Is this application an exceptional case that needs alternative credentialing?

Yes* No

a) *If yes, what letter have you attached to this credentialing application?

Letter of Verification Letter of Qualification Letter of Exception

SIGNATURES

***HUMAN RESOURCES WILL NOT ACCEPT THIS DOCUMENT UNLESS SIGNED BY ALL APPROVERS -
(INSTRUCTIONAL DEAN AND ASSOCIATE PROVOST/A.V.P./V.P.)***

Position reports to (Print Name): _____ Employee ID #: _____ Title: _____

Evaluation completed by (Print Name): _____ Title: _____

Signature: _____ (Digitally Signed) Date: _____

Approval Signatures: Name (Print): _____ Signature: _____ (Digitally Signed) Title: **Instructional Dean**

Name (Print): _____ Signature: _____ (Digitally Signed) Title: **A.P./ A.V.P./V.P.**