



Faculty Credentialing Manual

"Delivering a brighter future for our students and communities."

Revised: February 2022

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INTRODUCTION

Collin College is committed to the development of its students, which is at the core of its mission. The mission statement of Collin College indicates that the college is a “student and community-centered institution committed to developing skills, strengthening character, and challenging the intellect.” The Core Values of the college support and complement the mission of the institution by expressing that, “we have a passion for Learning, Service and Involvement, Creativity and Innovation, Academic Excellence, Dignity and Respect, and Integrity. These values reflect the firm commitment the institution has for assisting students to reach their educational goals.

Through its campuses, centers, and programs, Collin College fulfills community and industry needs and its statutory charge by providing:

- Academic courses in the arts and sciences that transfer to senior institutions
- Programs leading to baccalaureate degrees, associate degrees or certificates, including technical programs, designed to develop marketable skills and promote economic development
- Continuing adult education programs for academic, professional, occupational and cultural enhancement
- Developmental education and literacy programs designed to improve the basic skills of students
- A program of student support services, including counseling and learning resources designed to assist individuals in achieving their educational and career goals
- Workforce, economic, and community development initiatives designed to meet local and state needs

To fulfil the purpose of the institution, the College must employ qualified and effective faculty members.

This manual is intended to assist the process of credentialing faculty members at Collin College. The first part of the manual identifies the accreditation guidelines related to faculty credentialing established by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) in *the Principles of Accreditation*. Additionally, the Texas Higher Education Coordinating Board has established requirements that are consistent with SACSCOC Guidelines (see below) in Texas Administrative Code Section 7.4(11). In order to demonstrate compliance with the guidelines established by SACSCOC, THECB, and programmatic accrediting bodies, Collin College must document and justify that each faculty member is qualified to teach all assigned courses by providing a thorough justification that demonstrates the linkage between the various qualifications and the courses being taught. Transcripts and credential documentation must demonstrate compliance with all applicable guidelines and/or standards.

FACULTY CREDENTIALING GUIDELINES AND ACCREDITATION, REGULATION, AND GOVERNANCE

The credentialing process at Collin College is designed to be consistent with the SACSCOC *Principles of Accreditation: Foundations for Quality Enhancement*, regulations established by Texas Higher Education Coordinating Board, and the policies of the Collin College Board of Trustees.

Section 6.2a of the SACSCOC *Principles of Accreditation* relating to Faculty states,

Qualified, effective faculty members are essential to carrying out the mission of the institution and ensuring the quality and integrity of its academic programs. The tradition of shared governance within American higher education recognizes the importance of both faculty and administrative involvement in the approval of educational programs. Because student learning is central to the institution's mission and educational degrees, the faculty is responsible for directing the learning enterprise, including overseeing and coordinating educational programs to ensure that each contains essential curricular components, has appropriate content and pedagogy, and maintains discipline currency (17).

Section 6.2a of the *Principles* goes on to state,

Achievement of the institution's mission with respect to teaching, research, and service requires a critical mass of qualified full-time faculty to provide direction and oversight of the academic programs. Due to this significant role, it is imperative that an effective system of evaluation be in place for all faculty members that addresses the institution's obligations to foster intellectual freedom of faculty to teach, serve, research and publish (17)."

Five standards are established by SACSCOC related to faculty in Section 6 of the *Principles of Accreditation*. For the purposes of faculty credentialing, the most important standard is 6.2a which states,

For each of its educational programs, the institution:

- a. Justifies and documents the qualifications of its faculty members.
(*Faculty qualifications*)

To provide guidance for institutions on how to meet standard 6.2a, SACSCOC has published the following credentialing guidelines for member institutions:

- a. Faculty teaching general education courses at the undergraduate level: doctorate or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline).

- b. Faculty teaching associate degree courses designed for transfer to a baccalaureate degree: doctorate or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline).
- c. Faculty teaching associate degree courses not designed for transfer to the baccalaureate degree: bachelor's degree in the teaching discipline, or associate's degree and demonstrated competencies in the teaching discipline.
- d. Faculty teaching baccalaureate courses: doctorate 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 in the teaching discipline).
- e. Faculty teaching graduate and post-baccalaureate course work: earned doctorate/terminal degree in the teaching discipline or a related discipline.
- f. Graduate teaching assistants: master's in the teaching discipline or 18 graduate semester hours in the teaching discipline, direct supervision by a faculty member experienced in the teaching discipline, regular in-service training, and planned and periodic evaluations.

Faculty qualifications guidelines consistent with the SACSCOC guidelines and the *Principles of Accreditation* have been adopted as regulations by the Texas Higher Education Coordinating Board in [Title 19 Texas Administrative Code § 7.4](#).

The Collin College Board of Trustees has approved Board Policy DBA(LOCAL) entitled "Employment Requirements and Restrictions-Credentials and Records" which helps to define what Collin College expects of employees in order to document credentials. Policy DBA(LOCAL) states in part:

Degrees, credit hours, and certificates shall be evaluated and recognized by using the following criteria:

- 1. The degree and/or credit hours are from a college/university accredited (or in pre-accreditation status) by a nationally recognized accrediting agency or an accrediting agency recognized by the Coordinating Board. Accredited institutions and nationally recognized accrediting agencies shall be determined by using the following:
 - a. Accredited Institutions of Higher Education
 - b. U.S. Department of Education
 - c. Coordinating Board

- d. Council for Higher Education Accreditation
 - e. Other agencies or publications that will establish national recognition or accreditation.
2. If the degree/certificate is from a college/university, school, institution, or association outside of the United States, it must be verified through a nationally recognized independent foreign transcript evaluation service or by a university in the United States qualified to conduct such evaluations.

Please note that this list of recognized accrediting bodies is considerably more inclusive than the traditional limitation to regional accrediting bodies. This is consistent with recent communication from SACSCOC to member institutions about changes implemented at the U.S. Dept. of Education beginning in July of 2020 to no longer refer to “regional” and “national accreditors” separately. Instead the U.S. Dept. of Education will refer only to “institutional accreditors.” (Accreditors may continue to distinguish themselves as regional or national accreditors.)

Finally, programs that are accredited by programmatic accrediting entities may have additional minimum requirements for those faculty preparing students to obtain certification or licensure in certain fields. Individual Academic Deans and Directors have ensured that these requirements are reflected in required, minimum qualifications for each discipline where they apply.

COLLIN COLLEGE CREDENTIALING GUIDELINES

To follow the guidelines and standards set forth by SACSCOC, the THECB and the Collin College Board of Trustees, Collin College established the faculty credentialing guidelines summarized in the **Faculty Credentialing Table (by Discipline)** (starting on p 15). This table identifies the rubrics for all courses taught at the College, the minimum credentialing requirements and acceptable disciplines/qualifying fields routinely used to justify the qualifications of an individual to teach in a particular discipline (or in some cases for specific courses within a discipline). The College also provides the opportunity for an alternative credentialing process for those individuals that have a documented record of accomplishment that can justify their qualifications to teach courses for the college. (Please see the section *Guidelines for Alternative Credentials* below for more information on when this is appropriate.) The Collin College Faculty Credential Inventory (FCI) System is used to document the credentials and qualifications of all faculty members. http://www.collin.edu/hr/employment/FCI_System.html

The minimum requirement for teaching lower division credit courses intended for transfer into baccalaureate degrees is a master's degree in the discipline to be taught from a regionally accredited institution or a master's degree in a related field with at

least 18 graduate semester credit hours in the discipline to be taught. (It is important for Associate Deans/Directors to seek out individuals with appropriate training to teach the content of each course a potential faculty member may be assigned. In some disciplines there are courses that have more stringent minimum credentialing requirements, and in those areas all hiring managers should seek assistance if needed. Examples include Agriculture, Biology, Arts, Business, Music, etc.) Please note that institutions on the academic quarter system (rather than the semester system) will need to have quarter hours (QH) translated into equivalent semester credit hours (SCH) where 2 SCH = 3 QH to meet the guidelines established by SACSCOC and the Texas Higher Education Coordinating Board.

For workforce programs, Collin College prefers to employ individuals with training and credentials in the field they are teaching. However, individuals who do not have formal training in the discipline being taught at the level indicated in the guidelines above, but that have demonstrable work experience in the field may be considered for faculty positions on an individual basis. See *Guidelines for Alternative Credentials*. Work experience in the teaching field must be documented in application materials on file in the Human Resources Office. In disciplines that require a professional and/or trade license or certificate, a copy of the current license must be maintained in the employee's official personnel file. In the event it is impermissible by law to make a photocopy of the license, a Human Resources Office representative will visually review the original license and document the license number and its expiration date for the personnel file.

Final responsibility for hiring and ensuring appropriate documentation of credentials rests with the managing Academic Associate Dean/Director, Academic Dean, and the Vice President/Campus Provost on each campus.

EVALUATING/DOCUMENTING FACULTY CREDENTIALS AT COLLIN COLLEGE

Required Documentation for Graduates of Colleges and Universities in the U.S.

Academic transcripts must be submitted with the application for employment for all new full-time and part-time faculty members. Official transcripts received in the Office of Human Resources will be logged in the appropriate system. The following guidelines are followed for receipt of U.S. transcripts.

All U.S. transcripts must be from an accredited institution of higher education. Unofficial transcripts are acceptable for the application process; however, any offer of employment is contingent upon receipt of official transcripts within 30 days of appointment. U.S transcripts must be received in one of the following formats:

1. Transcripts that are mailed directly to the Collin College Human Resources (HR) Department from the degree granting institution

2. Hand-delivered official transcripts that are in sealed letterhead envelopes from the degree granting institution
3. Transcripts that are emailed directly to HR if the URL link to access the transcript is sent directly from the degree granting institution
4. Transcripts received by the Collin College Registrar through the authorized Electronic Transcript Network (While this method is acceptable, it is also highly susceptible to transcripts being lost given the large number of transcripts the registrar's office receives on a regular basis. It is strongly encouraged that hiring managers NOT rely on this method of official transcript delivery.)

Photocopies or transcripts that are stamped "Issued to student" are not acceptable.

A listing of accredited institutions of higher education can be found on the following website: <http://www.chea.org/search-institutions>.

Once the official transcripts are received, the appropriate Associate Dean and/or Director will complete the Faculty Credentialing Inventory (FCI) form in the institution's system.

Associate Deans/Directors, Academic Deans and Vice President/Campus Provosts are encouraged to cross-reference any institutions of higher education that they do not recognize with the Texas Higher Education Coordinating Board's list of **Fraudulent or Substandard Institutions** which can be found at:

<http://www.thecb.state.tx.us/institutional-resources-programs/private-postsecondary-institutions/resources/>.

This is a list of institutions whose degrees have been deemed fraudulent or substandard per Texas Education Code Section 61.302 and hence are illegal to use in the state of Texas in order to obtain employment under section 32.52 of the Texas Penal Code. Applicants are notified of this list during application, and any individual that supplies credentials from an institution on this list in their application to Collin College may be committing a Class B misdemeanor. Should any hiring manager encounter a situation such as this, please notify Human Resources immediately.

Required Documentation for Graduates of Colleges and Universities Outside of the U.S.

Applicants with transcripts from countries other than the United States must provide official copies of their foreign transcripts and have their transcripts evaluated (and translated if in a language other than English) at their own expense by an agency that is

certified by the National Association of Credential Evaluation Services (NACES) to determine the U.S. equivalency.

Evaluation and translation documents are acceptable for the application process; however, any offer of employment is contingent upon receipt of ALL official documentation as indicated below within 30 days of initial hire.

Applicants for faculty positions with foreign transcripts must submit all of the following:

1. An official copy of the foreign transcript (or equivalent) received by HR in one of the following formats:
 - a. Mailed directly to HR from the degree granting institution, or
 - b. Hand-delivered official transcripts that are in sealed letterhead envelope from the degree granting institution, or
 - c. Transcripts that are emailed directly to HR if the URL link to access the transcript is sent directly from the degree granting institution
2. An official transcript evaluation to determine its equivalency with a degree in the U.S. from an accredited institution sent in either of the following formats:
 - a. A faxed copy that is sent to HR directly from the evaluation agency if the document is on agency letterhead and the agency's fax number is clearly shown in the fax header.
 - b. An original letter from the credential evaluation/translation company on letterhead
 - c. Evaluation must note that official transcripts were reviewed or HR must send a copy of the official transcripts to the agency and require that they confirm that it is the same as the credentials they evaluated.
 - d. If the degree from a foreign institution is not clearly in the discipline being taught as recorded on the FCI, a course by course evaluation is required to ensure the equivalent of 18 or more graduate semester hours in the discipline.

When transcripts (or equivalent) are presented in a language other than English, a translation of the transcript must be carried out by the same company that evaluates the transcript. Photocopies of the transcript (or equivalent) delivered to Collin College HR or to the company providing the evaluation by the newly hired employee are not acceptable. Evaluated transcripts that have been translated by the employee or a non-NACES certified organization or individual are not acceptable.

See Appendix A for Foreign Credential Evaluation Services and Helpful Websites

Faculty Credential Inventory (FCI) System

The Collin College Faculty Credential Inventory (FCI) System is used to summarize the documentation of the credentials and qualifications of all faculty members. The Associate Dean/Director will follow the steps outlined below to complete an FCI for each new faculty member in each discipline the faculty member will be assigned classes to teach. *See Appendix B for the details of the Faculty Credentialing Inventory (FCI) Form*

1. The Associate Dean/Director completes the Faculty Member General Information
 - If no CWID has been assigned yet, leave it blank. It can be entered by HR when assigned.
 - Check limited FCI box if faculty member is limited to teaching only specific courses within a rubric.
2. The Associate Dean/Director completes the Faculty Member Education Information following the instructions on the inventory form.
 - For example, "Texas A&M University - Commerce, Doctor of Philosophy, Business Administration." (Please note that the name of the degree and the discipline/major must be written out completely. The degree and discipline/major **MUST** match the transcript **exactly**.)
3. The Associate Dean/Director completes the Faculty Member Teaching Credentials by selecting the proper teaching credentials from the drop down menu.
 - For example, "1. teachers transfer courses and has a doctorate or masters in the specific discipline taught."
4. If necessary, the Associate Dean/Director completes the Concentration (18 graduate semester hours) section by listing the 18 graduate hours of coursework directly related to the subject taught.
 - For example, "University of Texas at Dallas-ENGL559-Language and Culture-3."
5. The Associate Dean/Director completes the Other qualifications.
 - If other qualifications, like licenses or credentials support the teaching for a specific discipline, please list under other qualifications. (Please write out the title of the credential and include acronyms in parenthesis- This will greatly help in preparing the faculty roster for SACSCOC off-site or on-site review teams.)
 - For example, workforce may list credentials other than degrees:
"Respiratory Therapy-Texas Health Resources – Plano, employed as respiratory therapist since 200X; Certified Respiratory Therapist (CRT) earned 5/27/20XX; Registered Respiratory Therapist (RRT) earned 6/15/20XX; Registry Number ##### (credential does not expire). Basic Life Support (BLS) Provider expires 3/20XX; Advanced Cardiac Life Support (ACLS) Provider expires 11/20XX; Texas Medical Board license expires 5/20XX"
 - An Alternative Credential Form and/or Crosswalk may need to also be completed to support the FCI.
6. After completing the FCI, the Associate Dean/Director will note the appropriate Dean and choose that name and the date prior to submitting.

GUIDELINES FOR ALTERNATIVE CREDENTIALING

It should be noted that Alternative Credentialing of applicants for faculty positions that will be assigned to teach courses at Collin College that are designed for academic transfer or for workforce education will receive extensive scrutiny. *Exceptions to the minimum required qualifications for teaching transfer courses will be granted only in extremely rare circumstances.*

In exceptional cases at Collin College, applicants for full-time and adjunct faculty positions may have qualifications based on extensive work experience and/or other significant credentials in lieu of formal educational preparation from an accredited institution of higher education. A Faculty Credential Inventory Form may be prepared by the appropriate Associate Dean/Director and approved by the assigned Academic Dean and Vice President/Campus Provost at Collin College when individuals have experience that clearly contributes to providing effective instruction addressing the student learning outcomes for a specific course (or courses). In these situations, an individual not meeting the primary credential criteria may be considered for appointment if their prior extraordinary experience can be documented utilizing the following components of alternative credentialing:

- Applicants for full-time and adjunct faculty positions that are being considered for an appointment must submit letters, certifications, licenses, etc. in lieu of a transcript. (Please see below for additional details.)
- The applicant has outstanding professional experience and/or considerable demonstrated contributions to the teaching discipline, which may be presented in lieu of formal academic preparation
- The applicant has training in a closely related discipline and the competencies needed to teach the course objectives in the intended teaching assignment were covered in the related discipline.

Documentation of professional experience *may* include items such as the following:

- Recognition in journals, online sources, or textbooks on the discipline
- Certification of participation in training
- Certification in field
- Professional presentations
- Professional registry
- Apprenticeships
- Honors and Awards directly related to the discipline
- Appearance on programs reflecting work in the discipline
- Professional letters of support from past employers, colleagues, etc. on business stationery that speak directly to work in the discipline
- Evidence of continuous excellence in teaching
- Other discipline related documentation that demonstrates third party recognition of the applicant's expertise in the field

In order for a faculty member to be considered by the Alternative Credentials Process, the hiring Associate Dean/Director must provide the following documentation:

1. A Faculty Alternative Credentials Form.
2. Supporting materials to include the following in the order specified:
 - a. If the experience concerns coursework, letters certifying that the coursework is equivalent to the required coursework should appear first. These letters should come from an academic officer from the department that is accepting equivalency. For example, if an instructor wishes to request that engineering coursework from State University be accepted as equivalent to math coursework, the Department Chair (or designee) of the math department at the awarding institution (i.e. State university) should attest to the equivalency of the engineering coursework (at State University) to mathematics coursework.
 - i. In addition to the Faculty Alternative Credentials form, a Credential Crosswalk form may be completed to document the courses taken as they relate to the student learning objectives for each course taught.
 - b. If the experience concerns professional experience, documentation should appear next (or first, if no coursework exceptions are involved). Documentation of professional experience includes items such as certificates, licenses, awards, appearance on programs, and other evidence that the faculty candidate has been recognized as a professional in his/her field.
 - c. Professional letters of support should appear next.
 - d. Student letters of support should appear next.
 - e. Other documentation should appear next.
3. If the hiring Associate Dean/Director wishes to pursue the credentialing of an applicant via the alternative credentialing process, he/she will prepare the Alternative Credentialing Form (and Credentialing Crosswalk, if necessary), attach supporting documentation and sign the form.
 - a. The signed Alternative Credentialing Form and supporting documentation is then submitted to the supervising Academic Dean who will review the request and the supporting documents. If the Academic Dean agrees with the request to pursue alternative credentialing, he/she will sign the Alternative Credentialing Form and forward the packet to the appropriate Campus Provost.
 - b. The Campus Provost will review the alternative credentialing request with particular attention being paid to the supporting documentation and whether the documentation effectively justifies the qualifications of the applicant to teach in a particular discipline (or to teach specific courses in a particular discipline for a limited FCI). If the Campus Provost supports alternative credentialing for the applicant, he/she will sign the alternative credentialing form and forward the alternative credentialing form and supporting documentation to the Vice President for Academic Affairs.
 - c. The Vice President for Academic Affairs will review the request and supporting documentation. Following that review, the Vice President for Academic Affairs will consider the request for alternative credentialing, the supporting documentation and the results of any discussions with the hiring Dean and/or

Campus Provosts. Should the Vice President of Academic Affairs support the recommendation for alternative credentialing, he/she will sign the alternative credentialing form and make a written recommendation to the Executive Vice President and Chief Academic Officer.

- d. The Executive Vice President/Chief Academic Officer will review the request for alternative credentialing, including the supporting documentation, and the recommendation of the Vice President for Academic Affairs to make a final determination on alternative credentialing. The final decision will be communicated to the Campus Provost, the supervising Academic Dean and the hiring Associate Dean/Director by the Vice President for Academic Affairs.
- e. At any step of this process, a reviewer may disapprove the request for alternative credentialing, and the form and supporting materials will be returned to the hiring Associate Dean/Director with the decision not to move forward or with a request for additional documentation.
- f. Upon a final recommendation for approval of alternative credentialing, the alternative credentialing form and supporting documentation will be submitted to Human Resources to be maintained as part of the faculty file.

See Appendix C for Faculty Alternative Credentials Form

See Appendix D for Credentialing Crosswalk

COLLIN COLLEGE CREDENTIALING REVIEW PROCESS

Collin College will maintain a current database of faculty credentials, review, and update those credentials regularly. The College will also maintain this Faculty Credentialing Manual and review/revise the manual annually. Additionally, credentialing procedures will be reviewed annually to ensure processes are current, efficient, and in compliance with accreditation standards.

REFERENCES

Southern Association of Colleges and Schools Commission on Colleges. 2018.
Principles of Accreditation: Foundations for Quality Enhancement.
<http://www.sacscoc.org/pdf/2018PrinciplesOfAccreditation.pdf>

COLLIN COLLEGE FACULTY MINIMUM CREDENTIALING REQUIREMENTS BY DISCIPLINE

Rubric label includes one of the following indications to show origin of course rubric: A = Academic Course Guide Manual (Transfer), U=Upper-Division Course Manual (Transfer), W = Workforce Education Course Manual (Workforce)

Rubric	Course (if applicable)	Minimum Requirements	Discipline/Qualifying Fields
ABDR (W)		Associates degree in any discipline with a minimum of two years nonteaching work experience in collision repair. ASE/ICAR certification required.	
ACCT (A)		Master's degree in accounting or a Master's degree with at least 18 graduate hours in discipline/qualifying field.	Accounting; Accounting Information Management
ACNT (W)		Bachelor's degree in business, accounting, finance or similar discipline with a minimum of five years of nonteaching work experience in a business environment.	Business Administration, Accounting, Finance
AGCR (W)		Bachelor's degree in discipline/qualifying field and 3 years nonteaching industry-related work experience.	Agricultural Education, Agroecology, Agronomy, Animal Science, Biology, Botany, Ecosystem Science and Management, Environmental Science, Horticulture, Plant Pathology, Plant Science, Sustainable Agriculture, Soil Science, and/or other related agricultural science disciplines
AGRI (A)	1325	Master's degree in Agricultural Sciences or Master's degree with 18 graduate hours in discipline/qualifying field.	Animal Science, Horticulture, Agronomy, Agroecology, Sustainable Agriculture, Agricultural Education, Agricultural Leadership and Communications, Agricultural Business, Agricultural Economics, or Marketing.
AGRI (A)	1415	Master's degree in discipline/qualifying field or Master's degree with 18 graduate hours in discipline/qualifying field.	Agroecology, Botany, Sustainable Agriculture, Soil Science, Plant Science, Agronomy, Horticulture, Plant Pathology or other Agriculture science-related topics
AGRI (A)	1419	Master's degree in Animal Science or Zoology or a	Animal Science, Zoology

		Master's degree with 18 hours in discipline/qualifying field.	
AGRI (A)	2303	Master's degree in Agricultural Sciences or Master's degree with 18 graduate hours in discipline/qualifying field.	Animal Science, Horticulture, Agroecology, Sustainable Agriculture, Agricultural Education, Agricultural Leadership, Agricultural Business and Communications, Engineering, Construction Science, or Architecture.
AGRI (A)	2317	Master's degree in discipline/qualifying field or Master's degree with 18 graduate hours in discipline/qualifying field.	Economics, Agricultural Economics
ANTH (A)		Master's in the discipline/qualifying field or a Master's degree in any discipline with 18 graduate hours in the discipline/qualifying field.	Anthropology
ARAB (A)		Master's degree in Arabic or a Master's degree with at least 18 graduate hours in discipline/qualifying field.	Arabic
ARCE (W)		Associates degree in discipline/qualifying field and minimum two years nonteaching work experience in a related field.	CADD; Architecture; Civil Engineering; Mechanical Engineering; Mechanical Design; Construction Design
ARTC (W)		Associate's degree in discipline/qualifying field and a minimum of three years of nonteaching industry experience.	Advertising Design, Art Direction, Arts and Technology, Commercial Art, Commercial Illustration, Communication Design, Digital Art, Graphic Design, Production Art, User Experience
ARTS (A)	1301	Master's degree in Art or a Master's degree with at least 18 graduate hours in the discipline/qualifying field	Art; Fine Arts; Studio Arts; Art History
ARTS (A)	1303, 1304	Master's degree in Art History or a Master's degree in the discipline/qualifying field with at least 18 graduate hours in Art History	Art; Fine Arts; Studio Arts; Art History

ARTS (A)	1311, 1312, 1316, 1317, 2311, 2316, 2317, 2323, 2326, 2333, 2341, 2346, 2347, 2366	Master's degree in Art or a Master's degree with at least 18 graduate hours in Studio Art (Drawing, Painting, Printmaking, Ceramics, Sculpture, Jewelry, and Metal Arts)	Art; Fine Arts; Studio Arts;
ARTS (A)	1313, 2348, 2356, 2357, 2389	Master's degree in Photography or Art (with Photography concentration) or a Master's degree with at least 18 graduate hours in discipline/qualifying field	Photography
ARTV (W)		Associate's degree in discipline/qualifying field and a minimum of three years of relevant industry experience.	Animation, Digital Media, Game Development, Rigging, Video Production, Visual Effects, 2D/3D Design, Motion Graphics, Media Arts, Technical Graphics, Digital Art
AUMT (W)		Associates degree in any field with a minimum of two years nonteaching work experience in automotive service. Appropriate ASE certification required for areas taught.	
BCIS (A)		Master's degree in discipline/qualifying field or a master's degree with 18 graduate hours in discipline/qualifying field with a minimum of two years of nonteaching work experience.	Computer Science; Information Systems; Database Development; Database Administration, Data Analytics.
BIOL (A)	1406, 1407, 1408, 1409, 2406, 2416, 2420, 2421	Master's degree in discipline/qualifying field or a Master's degree with at least 18 graduate hours in discipline/qualifying field. For lab sections, Bachelor's degree in discipline/qualifying field.	Biology; Biological Science; Biochemistry; Cell Biology; Environmental Biology; Biotechnology; Biomedical Sciences; Molecular Biology; Anatomy & Physiology; Botany; Entomology; Genetics; Immunology; Mammalogy; Microbiology; Plant Science; Zoology
BIOL (A)	1414, 1415	Master's degree in discipline/qualifying field or a Master's degree with at least 18 graduate hours in discipline/qualifying field. A minimum of three (3) graduate hours in	Biology; Biological Science; Biochemistry; Cell Biology; Environmental Biology; Biotechnology; Biomedical Sciences; Molecular Biology; Anatomy & Physiology; Botany; Entomology; Genetics;

		Molecular/Cellular Biology is required. For lab sections, Bachelor's degree in discipline/qualifying field.	Immunology; Mammalogy; Microbiology; Plant Science; Zoology
BIOL (A)	1322, 1323	Master's degree in biology or a Master's degree with at least 18 graduate hours in discipline/qualifying field. Minimum of six graduate hours in Nutrition is required.	Nutrition, Biology; Biological Science; Biochemistry; Cell Biology; Environmental Biology; Biotechnology; Biomedical Sciences; Molecular Biology; Anatomy & Physiology; Botany; Entomology; Food Science, Genetics; Immunology; Mammalogy; Microbiology; Plant Science; Zoology
BIOL (A)	2401, 2402, 2404	Master's degree in discipline/qualifying field or a Master's degree with at least 18 graduate hours in discipline/qualifying field. A minimum of three (3) graduate hours in Animal Physiology, Mammalian Physiology, Vertebrate Physiology, Pathophysiology or Neurophysiology is required. For lab sections, Bachelor's degree in discipline/qualifying field.	Anatomy; Biology; Biological Science; Biochemistry; Cell Biology; Environmental Biology; Biotechnology; Biomedical Sciences; Molecular Biology; Physiology; Genetics; Immunology; Mammalogy; Microbiology; Zoology; Medicine (MD); Dentistry (DDS); Veterinary Medicine (DVM); Chiropractic (DC); Osteopathic Medicine (DO)
BIOM (W)		Associates degree in discipline/qualifying field with a minimum of four years nonteaching work experience in the field, or a Bachelor's degree in discipline/qualifying field with a minimum of two years nonteaching work experience in a related field.	Electronic/ Electrical Engineering, Biomedical Engineering, Electrical Engineering Technology, Biomedical Technology
BITC (W)		Bachelor's degree in the discipline/qualifying field or Associate's degree in the discipline/qualifying field and a minimum of three years nonteaching work experience in a field specific to the course being taught.	Biology; Biological Science; Biochemistry; Cell Biology; Biotechnology; Molecular Biology; Physiology; Botany; Genetics; Immunology; Microbiology; Plant Science; Zoology.
BMGT(W)		Bachelor's degree in business or similar discipline with a minimum of five years of	Business Administration, Management

		nonteaching work experience in a business environment.	
BNKG (W)		Bachelor's degree in business, accounting, finance or similar discipline with a minimum of five years of nonteaching work experience in a finance/banking environment.	Accounting, Finance, Banking
BUSG (W)		Bachelor's degree in business or similar discipline with a minimum of five years of nonteaching work experience in a business environment.	Business Administration, Management
BUSI (A)	1301	Master's degree in business or a Master's degree with at least 18 graduate hours in the discipline/qualifying field.	Business Administration; International Business
BUSI (A)	1307	Master's degree in business or a Master's degree with at least 18 graduate hours in the discipline/qualifying field.	Business Administration; Business Finance
BUSI (A)	2301	Juris Doctorate degree and hold license to practice law from any state Bar. Limited to only teaching BUSI 2301.	Law
BUSI (A)	2305	Master's Degree in business or a Master's degree with at least 18 hours in the discipline/qualifying field to include a minimum of six graduate hours of statistical analysis that may be taken from business statistics, business analytics, mathematical statistics, actuarial science, operations research, economics or social science analytics courses.	Business Administration, Economics, Mathematics, Actuarial Sciences
CDEC		Master's degree in Child Development or a Master's degree with at least 18 graduate hours in discipline/qualifying field and at least two (2) years of early childhood/elementary public-school teaching experience or	Child Development; Early Childhood Education; Elementary Education, Family Studies; Child Life; Family Life

		working in a licensed child care facility	
CDEC (W)	1359, 2340	Master's degree in Child Development or a Master's degree with at least 18 graduate hours in discipline/qualifying field and at least two (2) years of early childhood/elementary school teaching experience or working in a licensed child care facility with special needs children	Child Development; Early Childhood Education; Family Studies; Child Life; Family Life
CDEC (W)	2326, 2328, 2336	Master's degree in Child Development or a Master's degree with at least 18 graduate hours in discipline/qualifying field and at least two (2) years of early childhood/elementary school teaching experience or working in a licensed child care facility; at least two (2) years of work as an administrator of a licensed child care facility/program required	Child Development; Early Childhood Education; Family Studies; Child Life; Family Life
CETT (W)		Associates degree in discipline/qualifying field with a minimum of four years nonteaching work experience in a related field, or a Bachelor's degree in discipline/qualifying field with a minimum of two years nonteaching work experience in a related field.	Electronics/Electrical Engineering, Electrical/Electronic Engineering Technology
CHEF (W)	1305	Associates degree in Culinary or similar discipline and a minimum of five years nonteaching work experience in foodservice, hospitality, culinary or similar environment. Certified Proctor and/or	Culinary Arts, Pastry Arts, Food Service, Hospitality

		Proctor/Instructor – National Restaurant Association ServSafe.	
CHEF (W)	Lab sections	Associates degree in Culinary or similar discipline OR an associate's degree supported by a certificate in culinary and a minimum of five years nonteaching work experience in foodservice, hospitality, culinary or similar environment.	Food Service
CHEM (A)	1405, 1409, 1411, 1412, 2389	Master's degree in the discipline/qualifying field or a Master's degree in any field with 18 graduate hours in the discipline/qualifying field. For lab sections, Bachelor's degree in discipline/qualifying field.	Chemistry, Organic Chemistry, Bio Chemistry
CHEM (A)	2425 and 2426	Master's degree in the discipline/qualifying field or a Masters in any field with 18 graduate hours in the discipline/qualifying field to include at least 3 graduate hours of coursework in organic chemistry. For lab sections, Bachelor's degree in discipline/qualifying field.	Chemistry, Organic Chemistry, Bio Chemistry
CHIN (A)		Master's degree in Chinese or a Master's degree with at least 18 graduate hours in discipline/qualifying field.	Chinese
CNBT (W)		Associates degree in Construction Management or related field with a minimum of two years nonteaching work experience in construction.	Architecture, Architectural Drafting, or Civil Engineering Technology, Business
COMM (A)		Master's degree in the discipline/qualifying field or a Master's degree with at least 18 graduate hours in discipline/qualifying field	Mass Communication; Journalism; Media Studies; Communication(s); Communication Studies

COSC (A)		Master's Degree in a computer science or a master's degree with at least 18 graduate hours in a discipline/qualifying field.	Computer Science; Computer Engineering
CPMT (W)		Associates Degree in a discipline/qualifying field with a minimum of two years nonteaching work experience with relevant industry certifications.	Computer Networking; Network Engineering; Information Systems; Networking; Systems Analysis; Infrastructure Design; Systems Administration.
CRIJ (A)		Master's Degree in Criminal Justice or Criminology or a Master's Degree with at least 18 graduate hours in discipline/qualifying field.	Criminal Justice; Criminology; Jurisprudence, Urban Affairs
CRPT (W)		Associates degree in any field with a minimum of three years nonteaching work experience in carpentry. Current NCCER Instructor for Carpentry certification or completion within the first 30 days of employment.	
CSFA (W)		Associate's degree in any field and current certification as a Surgical Assistant with the National Board of Surgical Technology and Surgical Assisting (NBSTSA) AND current certification as a Certified Surgical Technologist (CST), required. Four years of nonteaching work experience to include two years of experience as a Surgical Technologist and three years of experience as a Surgical Assistant, required.	
CYBR (U)		Master's degree in discipline/qualifying field with a minimum of two years of nonteaching work experience in the cybersecurity/information assurance industry.	Cybersecurity; Computer Networking; Network Engineering; Information Systems; Networking; Systems Analysis; Infrastructure Design; Systems Administration, Criminology

DANC (A)		Master's degree in Dance or a Master's degree with at least 18 graduate hours in discipline/qualifying field	Dance
DFTG (W)		Associate degree in Computer Aided Drafting and Design or related discipline/qualifying field and a minimum two years nonteaching work experience in a related field.	CADD; Architecture; Civil Engineering; Mechanical Engineering; Mechanical Design; Construction Design
DHYG (W)		DDS or DMD in Dentistry or Bachelor's Degree in Dental Hygiene from a program accredited by the Commission on Dental Accreditation (CODA) and current licensure in the state of Texas as a Dentist or as a Registered Dental Hygienist (RDH) with two years of experience in clinical practice.	Dental Hygiene, Dentistry
DMSO (W)	1167, 1202, 1210, 1366, 1466, 2243	Associate's degree or higher with a minimum of 2 years of clinical experience as a diagnostic medical sonographer. Must hold current certification as either a Registered Diagnostic Medical Sonographer (RDMS) or as a Registered Vascular Technologist (RVT) with the American Registry of Diagnostic Medical Sonography or hold current certification as a Registered Vascular Sonographer (RVS) with Cardiovascular Credentialing International (CCI).	
DMSO (W)	1441, 1455, 2353	Associate's degree or higher with a minimum of 2 years of clinical experience as a diagnostic medical sonographer. Must hold current certification as a Registered Diagnostic Medical Sonographer with a specialty	

		in Abdomen (RDMS(AB)) with the American Registry of Diagnostic Medical Sonography.	
DMSO (W)	2342, 2405	Associate's degree or higher with a minimum of 2 years of clinical experience as a diagnostic medical sonographer. Must hold current certification as a Registered Diagnostic Medical Sonographer with a specialty in OB/GYN (RDMS(OB/GYN)) with the American Registry of Diagnostic Medical Sonography.	
DRAM (A)		Master's degree in Theatre or Drama or a Master's degree with at least 18 graduate hours in discipline/qualifying field	Theatre; Drama; Acting; Directing; Stagecraft
DSAE (W)	1x40, 2x03	Associate's degree, Diploma or higher in discipline/qualifying field with a minimum of three years' experience in direct patient care in an inpatient or outpatient setting. Must hold current certification/licensure as a Medical Assistant, Registered Nurse, Licensed Vocational Nurse, or other healthcare professional who provides direct patient care.	Medical Assistant, Registered Nurse, Licensed Vocational Nurse, or other healthcare professional who provides direct patient care
DSAE (W)		Associate's degree or higher in any field with a minimum of 2 years of clinical experience as a diagnostic medical sonographer. Must hold current certification as a Registered Vascular Technologist (RVT) with the American Registry of Diagnostic Medical Sonography, or hold current certification as a Registered	

		Vascular Sonographer (RVS) with Cardiovascular Credentialing International.	
DSVT (W)		Associate's degree or higher in any field with a minimum of 2 years of clinical experience as a diagnostic medical sonographer. Must hold current certification as a Registered Vascular Technologist (RVT) with the American Registry of Diagnostic Medical Sonography, or hold current certification as a Registered Vascular Sonographer (RVS) with Cardiovascular Credentialing International.	
ECON (A)		Master's degree economics or political economy or a master's degree with 18 graduate hours in discipline/qualifying field.	Economics, Political Economy
ECRD (W)		Associate's degree, Diploma or higher in discipline/qualifying field with a minimum of three years' experience in direct patient care in an inpatient or outpatient setting. Must hold current certification/licensure as a Medical Assistant, Registered Nurse, Licensed Vocational Nurse, or other healthcare professional who provides direct patient care.	Medical Assistant, Registered Nurse, Licensed Vocational Nurse, or other healthcare professional who provides direct patient care
EDUC (A)	1100, 1300	Master's degree in Education or Psychology or a Master's degree with at least 18 graduate hours in discipline/qualifying field	Education; Educational Administration; Educational Leadership; Counseling; Student Development; Psychology; Educational Psychology
EDUC (A)	1301, 2301	Master's degree in Education or a Master's degree with at least 18 graduate hours in discipline/qualifying field and at least two years of	Education; Counseling; Student Development

		elementary/secondary school teaching experience	
EECT (W)		Associates degree in discipline/qualifying field with a minimum of four years nonteaching work experience in a related field, or a Bachelor's degree in discipline/qualifying field with a minimum of two years nonteaching work experience in a related field.	Electronics/ Electrical Engineering, Telecommunication, Electrical/Electronic Engineering Technology
ELMT (W)		Associate degree in discipline/qualifying field with a minimum of four years nonteaching work experience in a related field, or a Bachelor's degree in discipline/qualifying field with a minimum of two years nonteaching work experience in a related field.	Electronics, Electrical Engineering, Industrial Automation, Electrical Engineering Technology
ELPT (W)		Associates degree in discipline/qualifying (or closely related) field with a minimum of three years nonteaching work experience as an electrician, OR must hold a license as a Journeyman Electrician in Texas with a minimum of 5 years nonteaching, work - related experience as an electrician.	Electrical Construction, Electrical Technology, Construction Technology, Construction Science, Facilities Maintenance, Electrical Engineering Technology
EMSP (W)		Associate's degree in Emergency Medical Services or a related field with five years nonteaching work experience as a paramedic OR 10 years in-field experience with a fire department or private MICU company. Must hold Paramedic certification/licensure from	Emergency Medical Services, Paramedicine

		the Texas Department of State Health Services.	
ENGL (A)	1301, 1302	Master's degree in discipline/qualifying field or a masters in any field with 18 graduate hours in discipline/qualifying field. A minimum of 3 graduate hours in rhetoric/composition studies is required.	English, English Literature, Rhetoric/Composition Studies, Creative Writing, Technical Writing
ENGL (A)	2311	Master's degree in discipline/qualifying field or a masters in any field with 18 graduate hours in discipline/qualifying field. A minimum of 3 graduate hours in rhetoric/composition studies is required.	English, English Literature, Rhetoric/Composition Studies, Technical Writing
ENGL (A)	2307, 2322, 2323, 2327, 2328, 2332, 2333, 2341, 2389	Master's degree in discipline/qualifying field or a masters in any field with 18 graduate hours in discipline/qualifying field	English, English Literature, Rhetoric/Composition Studies, Creative Writing
ENGR (A)		Master's degree in Discipline/Qualifying Field or a master's degree in a related discipline with 18 graduate hours in discipline/qualifying fields.	Engineering, Aerospace Engineering, Biomedical Engineering, Chemical Engineering, Civil Engineering, Computer Engineering, Electrical Engineering, Environmental Engineering, Industrial Engineering, Mechanical Engineering, Nuclear Engineering, Petroleum Engineering, Safety Engineering, Structural Engineering
ENGT (A)		Master's degree in an Engineering Discipline/Qualifying Field or a master's degree in a related discipline with 18 graduate hours in discipline/qualifying fields	Electrical/Electronic Engineering, Computer Engineering
ENTC (W)		Associates degree in discipline/qualifying field with a minimum of two years nonteaching work experience in a related field.	Civil Engineering, Civil Engineering Technology, Mechanical Engineering, Mechanical Engineering Technology

ENVR (A)		Master's degree in Environmental Science or a Master's degree with at least 18 graduate hours in discipline/qualifying field. For lab sections, Bachelor's degree in discipline/qualifying field.	Environmental Science; Biology; Geology; Earth Science; Environmental Health, Conservation Studies; Air/Water Quality; GIS/GPS; Natural Resource Conservation/Management
ESLC		Bachelor's degree in discipline/qualifying field or a bachelor's degree with at least 18 hours in the discipline/qualifying field; or Bachelor's degree with a secondary/postsecondary Teaching English as a Second Language (TESOL) certificate; or Bachelor's degree with three years of teaching ESL at the secondary/postsecondary level.	Teaching English as a Second Language; Teaching Second Languages; Teaching Foreign Languages; Second Language Acquisition; Foreign Language Acquisition; Applied English; English; Linguistics; Applied Linguistics
ESLG		Bachelor's degree in discipline/qualifying field or a bachelor's degree with at least 18 hours in the discipline/qualifying field; or Bachelor's degree with a secondary/postsecondary Teaching English as a Second Language (TESOL) certificate; or Bachelor's degree with three years of teaching ESL at the secondary/postsecondary level.	Teaching English as a Second Language; Teaching Second Languages; Teaching Foreign Languages; Second Language Acquisition; Foreign Language Acquisition; Applied English; English; Linguistics; Applied Linguistics
ESLR		Bachelor's degree in discipline/qualifying field or a bachelor's degree with at least 18 hours in the discipline/qualifying field; or Bachelor's degree with a secondary/postsecondary Teaching English as a Second Language (TESOL) certificate; or Bachelor's degree with three years of teaching ESL at the secondary/postsecondary level.	Teaching English as a Second Language; Teaching Second Languages; Teaching Foreign Languages; Second Language Acquisition; Foreign Language Acquisition; Applied English; English; Linguistics; Applied Linguistics

ESLV		Bachelor's degree in discipline/qualifying field or a bachelor's degree with at least 18 hours in the discipline/qualifying field; or Bachelor's degree with a secondary/postsecondary Teaching English as a Second Language (TESOL) certificate; or Bachelor's degree with three years of teaching ESL at the secondary/postsecondary level.	Teaching English as a Second Language; Teaching Second Languages; Teaching Foreign Languages; Second Language Acquisition; Foreign Language Acquisition; Applied English; English; Linguistics; Applied Linguistics
ESLW		Bachelor's degree in discipline/qualifying field or a bachelor's degree with at least 18 hours in the discipline/qualifying field; or Bachelor's degree with a secondary/postsecondary Teaching English as a Second Language (TESOL) certificate; or Bachelor's degree with three years of teaching ESL at the secondary/postsecondary level.	Teaching English as a Second Language; Teaching Second Languages; Teaching Foreign Languages; Second Language Acquisition; Foreign Language Acquisition; Applied English; English; Linguistics; Applied Linguistics
ESLX		Bachelor's degree in discipline/qualifying field or a bachelor's degree with at least 18 hours in the discipline/qualifying field; or Bachelor's degree with a secondary/postsecondary Teaching English as a Second Language (TESOL) certificate; or Bachelor's degree with three years of teaching ESL at the secondary/postsecondary level.	Teaching English as a Second Language; Teaching Second Languages; Teaching Foreign Languages; Second Language Acquisition; Foreign Language Acquisition; Applied English; English; Linguistics; Applied Linguistics
FIRS (W)		Associate's degree or higher in Fire Science or related field. Must hold Fire Instructor II Certification from the Texas Commission on Fire Protection.	Fire Science

FIRT (W)		Associate's degree or higher in Fire Science or related field. Must hold Fire Instructor II Certification from the Texas Commission on Fire Protection.	Fire Science
FITT (W)		Bachelor's degree in Sport & Recreation Management or similar discipline with a minimum of five years of nonteaching work experience in recreation and/or sports environment.	Sports and Recreation Management, Sport Administration
FLMC (W)		Associate's degree in discipline/qualifying field and a minimum of two years of relevant industry experience.	Film, Digital Video, Cinematography, Scriptwriting, Directing/Producing, Editing, Electronic Media, Digital Media, Media Arts, Storyboarding, Video Graphics
FLMC (W)	2330	Associate's degree in discipline/qualifying field and a minimum of two years of relevant industry experience.	Audio Engineering, Audio Post-Production, Audio Editing, Sound Engineering, Sound Design, Special Effects (Audio)
FLMC (W)	1331, 2331	Associate's degree in discipline/qualifying field and a minimum of two years of relevant industry experience.	Animation, 3D Design, Digital Animation, Digital Art, Motion Graphics, Visual Effects, Media Arts, Electronic Media
FREN (W)		Master's degree in French or a Master's degree with at least 18 graduate hours in discipline/qualifying field.	French
GAME (W)		Associate's degree in discipline/qualifying field and a minimum of 3 years of relevant nonteaching industry experience.	Animation, Game Art, Game Development, Game Design, Game Programming, Digital Media, Level Design, Media Arts, Digital Art
GEOG (A)		Master's degree in geography or a Master's degree with at least 18 graduate hours in discipline/qualifying field.	Geography
GEOL (A)		Master's degree in geology or a Master's degree with at least 18 graduate hours in discipline/qualifying field. For lab sections, Bachelor's degree in discipline/qualifying field.	Geology; Earth Science; Geoscience; Geophysics; Meteorology; Oceanography

GERM (A)		Master's degree in German or a Master's degree with at least 18 graduate hours in discipline/qualifying field.	German
GERS (W)		Associate's degree or higher in discipline/qualifying field with a minimum of two years of work experience directly in activities/recreation in the long-term care or special populations' industry OR one year of experience working directly in activities/recreation in the long-term care or special populations' industry and one year of teaching experience in gerontological-psychosocial issue-related courses, OR three years minimum teaching experience in psychosocial, special populations', or health profession gerontological issue-related courses. If not a Registered Nurse (RN), one year of direct experience in activities/recreation professional education, consulting in the long-term care or special populations' industry or clinical setting is also required. Must hold certification/licensure in a healthcare, special populations', or behavioral healthcare specialty.	Board Certified Activity Consultant/ Educator (AC-BC), Nursing (LVN or RN), Psychology (PsyD), Certified Dementia Practitioner (CDP), Certified Wellness Practitioner (CWP), Registered Behavior Technician (RBT), Licensed Professional Counselor (LPC), Occupational Therapy Assistant (OTA), Physical Therapy Assistant (PTA), Music Therapist (MT-BC or CBMT), Certified Therapeutic Recreation Specialist (NCRTC)
GISC (W)		Associates degree in discipline/qualifying or similar field with a minimum of two years of nonteaching work experience in cartography/geospatial information systems.	Geospatial Science; Cartography; CADD
GOVT (A)		Master's degree in discipline/qualifying field or a Master's degree with at least	Government; Political Science

		18 graduate hours in discipline/qualifying field.	
HALT (W)		Bachelor's degree in discipline/qualifying field and 3 years non-teaching industry-related work experience.	Sustainable Agriculture, Soil Science, Plant Science, Botany, Agronomy, Horticulture, Plant Pathology, Agroecology, Animal Science, Agricultural Education, Environmental Science, Biology, Ecosystem Science and Management and/or other related agricultural science topics
HAMG (W)		Bachelor's degree in Hospitality Management or similar discipline with a minimum of five years of nonteaching work experience in a supervisory, management or leadership position in the hospitality industry.	Hospitality Management
HART (W)		Associate's degree in discipline/qualifying field with a minimum of three years nonteaching, work-related experience in heating, air conditioning, ventilation, or refrigeration. Section 608 Technician Certification (Universal) required.	Heating, Ventilation and Air-Conditioning (HVAC); Residential Heating, Ventilation, and Air-Conditioning (HVACR); Mechanical Systems Design
HITT (W)		Bachelor's degree or higher with two years of nonteaching work experience in Health Information Technology/Management. Must hold certification as a Registered Health Information Administrator (RHIA) or a Registered Health Information Technician (RHIT) from the American Health Information Management Association.	Health Information Management

HITT (W)	1311 and 2272	Bachelor's degree or higher with two years of work experience in Health Information Management or in Data Analysis in a healthcare organization. Must hold certification as a Registered Health Information Administrator (RHIA) or a Registered Health Information Technician (RHIT) from the American Health Information Management Association, or hold a Bachelor's degree with two years of work experience in information management in a healthcare setting.	Health Information Management, Data Analysis
HITT (W)	1303, 1305, 1345 2471, 2328	Associate's degree or higher in discipline/qualifying field with two years of work experience in a healthcare setting. Current healthcare certification/licensure, required (e.g. as a Paramedic, Licensed Vocational Nurse, Registered Nurse, Registered Respiratory Therapist, Certified Surgical Technologist, Registered Health Information Administrator, Registered Health Information Technician, etc.).	Emergency Medical Services, Nursing, Respiratory Care, Surgical Technology, Health Information Management, Medical Doctor (MD) or Doctor of Osteopathic Medicine (DO), or other healthcare background.
HIST (A)		Master's degree in history or a Master's degree with at least 18 graduate hours in discipline/qualifying field.	History; American Studies; Humanities/History
HPRS (W)		Associate's degree or higher in discipline/qualifying field and a minimum of two years nonteaching work experience in a healthcare field providing direct patient care. Must hold current state certification/license in an associated healthcare profession (e.g. Paramedic; Registered Nurse; Certified	Paramedicine/Emergency Medical Services; Nursing; Respiratory Care; Certified Nurse's Aide; Electrocardiography Technician; Phlebotomy, Surgical Technology, Surgical Assisting, other healthcare professions requiring direct patient care.

		Nurse Aide, Electrocardiography Technician, etc.)	
HPRS (W)	1370, 1470, 1471, 1561	Associate's degree or higher in any field with two years of experience in central sterile processing/materials management. Must hold current certification as a Certified Registered Central Service Technician (CRCST) issued by International Association of Healthcare Central Service Material Management (IAHCSMM) or as a Certified Surgical Technologist.	
HRPO (W)		Bachelor's degree in business, human resources or similar discipline with a minimum of five years of nonteaching work experience in a business/human resources environment.	Business Administration, Management, Human Resources Management
HUMA (A)		Master's degree in Humanities or a master's degree with 18 graduate hours in the discipline/qualifying fields to include 6+ graduate hours in each of at least two of the following discipline/qualifying fields: Classical Studies, Literature (English or World), Fine or Performing Arts, History (Intellectual or Cultural), Philosophy, Religion	Humanities, Classical Studies, Literature (English or World), Fine or Performing Arts, History (Intellectual or Cultural), Philosophy, Religion
IBUS (W)		Bachelor's degree in business or similar discipline with a minimum of five years of nonteaching work experience in a business environment.	Business Administration, Management
IFWA (W)		Bachelor's Degree nutrition/dietetics with a minimum of five years of	Food Service; Dietary; Nutrition.

		nonteaching experience in the foodservice or dietary industries.	
IMED (W)		Associates degree in discipline/qualifying field with an emphasis in website execution and a minimum of 3 years of nonteaching work experience related to website execution.	Advertising Design, Art Direction; Arts and Technology, Digital Art, Graphic Design, Production Art, User Experience, Web Design.
INDS (W)		Associates degree in discipline/qualifying field and a minimum of two years nonteaching work experience in a related field.	Interior Design; Interior Architecture, Interior Layout and Planning
INEW (W)		Associates degree in discipline/qualifying field with an emphasis in website execution and a minimum of 3 years of nonteaching work experience.	Advertising Design, Art Direction; Arts and Technology, Digital Art, Graphic Design, Production Art, User Experience, Web Design.
INRW (A)		Bachelor's degree in discipline/qualifying field or a Bachelor's degree with at least 18 undergraduate hours in discipline/qualifying field. (Those teaching both halves of an INRW/ENGL co-req pair must meet credentialing minimum requirements for ENGL courses.)	Education; English; Literature; Creative writing; Reading; Writing; Linguistics; Language Arts; Journalism; ESL
INSR (W)		Bachelor's degree in insurance/risk management, business, finance or similar discipline with a minimum of five years nonteaching work experience in a business/insurance environment and relevant industry certifications.	Insurance, Risk Management
INTC (W)		Associates degree in discipline/qualifying field with a minimum of four years nonteaching work experience in a related field, or a Bachelor's degree in discipline/qualifying field with	Electrical Engineering, Instrumentation, Electrical Engineering Technology

		a minimum of two years nonteaching work experience in a related field.	
ITCC (W)		Associates degree in discipline/qualifying field with relevant industry certifications and a minimum of two years nonteaching industry experience.	Computer networking; Network Engineering; Information Systems; Networking; Systems Analysis; Infrastructure Design; Systems Administration.
ITMT (W)		Associates degree in discipline/qualifying field with relevant industry certifications and a minimum of two years nonteaching industry experience.	Computer networking; Network Engineering; Information Systems; Networking; Systems Analysis; Infrastructure Design; Systems Administration.
ITNW (W)		Associates degree in discipline/qualifying field with relevant industry certifications and a minimum of two years nonteaching industry experience.	Computer networking; Network Engineering; Information Systems; Networking; Systems Analysis; Infrastructure Design; Systems Administration.
ITSC (W)		Associates degree in discipline/qualifying field with a minimum of two years nonteaching industry experience.	Computer Science; Information Systems; Database Development; Database Administration; Data Analytics.
ITSE (W)		Associates degree in discipline/qualifying field with a minimum of two years nonteaching industry experience.	Computer Science, Information Systems; Database Development; Database Administration; Data Analytics
ITSW (W)		Associates degree in discipline/qualifying field with a minimum of two years nonteaching industry experience.	Computer Science, Information Systems; Database Development; Database Administration; Data Analytics
ITSY (W)		Associates degree in discipline/qualifying field with relevant industry certifications and a minimum of two years nonteaching industry experience.	Cybersecurity; Computer Networking; Network Engineering; Information Systems-Networking; Systems Analysis; Infrastructure Design; Systems Administration.
JAPN (A)		Master's degree in Japanese or a Master's degree with at least 18 graduate hours in discipline/qualifying field.	Japanese

KINE (A)		Master's degree in discipline/qualifying field or a Master's degree with at least 18 graduate hours in discipline/qualifying field.	Kinesiology; Exercise Science; Fitness & Human Performance; Physical Education; Sport & Exercise Science; Sports & Leisure Studies
KINE (A)	1100 and 2100 level	Bachelor's degree in discipline/qualifying field.	Kinesiology; Exercise Science; Fitness & Human Performance; Physical Education; Sport & Exercise Science; Sports & Leisure Studies
KINE (A)	1306	Master's degree in discipline/qualifying field or a Master's degree with at least 18 graduate hours in discipline/qualifying field. Must possess current American Red Cross or American Heart Association CPR Certification.	Kinesiology; Exercise Science; Fitness & Human Performance; Physical Education; Sport & Exercise Science; Sports & Leisure Studies
KINE (A)	2356	Master's degree in discipline/qualifying field or a Master's degree with at least 18 graduate hours in discipline/qualifying field. Minimum of two years of experience with athletic injuries or athletic training certification/ license.	Kinesiology; Exercise Science; Fitness & Human Performance; Physical Education; Sport & Exercise Science; Sports & Leisure Studies
LGLA (W)		Juris Doctorate with a minimum of five years nonteaching work experience in a law practice.	Law; Legal Environment
LGLA (W)	2339	Masters' degree in discipline/qualifying field with a minimum of five years of nonteaching experience in a law office.	Law; Legal Environment
LMGT (W)		Bachelor's degree in supply chain, logistics management or similar discipline with a minimum of five years of nonteaching work experience in supply chain, logistics or management	Supply Chain; Logistics Management.
MATH (A)	Less than 1000	Bachelor's degree in Mathematics or bachelor's degree with at least 18 hours	Mathematics; Statistics; Mathematics Education

		of undergraduate coursework in discipline/qualifying field	
MATH (A)	1000 and 2000 levels	Master's degree in discipline/qualifying field or a Master's degree with at least 18 graduate hours in discipline/qualifying field.	Mathematics; Statistics
MDCA (A)		Associate's degree, Diploma or higher in discipline/qualifying field with a minimum of three years' experience in direct patient care in an inpatient or outpatient setting. Must hold current certification/licensure as a Medical Assistant, Registered Nurse, Licensed Vocational Nurse, or other healthcare professional who provides direct patient care.	Medical Assistant, Nursing
MRKG (W)		Bachelor's degree discipline/qualifying field with a minimum of five years of nonteaching work experience in marketing or marketing management.	Marketing; Sales
MUAP (A)		Master's degree in Music or a Master's degree with at least 18 graduate hours in discipline/qualifying field to include at least 9 graduate hours in applied area	Music; Performance; Music History; Music Theory; Composition; Conducting; Music Education; Jazz; Jazz Education; Pedagogy
MUEN (A)		Master's degree in Music or a Master's degree with at least 18 graduate hours in discipline/qualifying field to include at least 9 graduate hours in the ensemble or related ensemble area	Music; Performance; Music History; Music Theory; Composition; Conducting; Music Education; Jazz; Jazz Education; Pedagogy
MUSB (W)		Associate's degree in discipline/qualifying field with an emphasis in Music Business and at least three years of nonteaching work experience	Music Business, Music Management, Music, Music Education, Audio Engineering, Audio Production, Commercial Music
MUSC (W)		Associate's degree in discipline/qualifying field with at least three years of nonteaching work experience	Audio Engineering, Audio Production, Commercial Music, Music Technology, Recording, Music, Music Education, Music Theory, Music Composition

MUSI (A)	1306, 1307, 1310	Master's degree in Music or a Master's degree with at least 18 graduate hours in Music History, Musicology, or Music Literature	Music; Performance; Music History; Music Theory; Composition; Conducting; Music Education; Jazz; Jazz Education; Pedagogy
MUSI (A)	1116, 1117, 1303, 1311, 1312, 2116, 2117, 2311, 2312	Master's degree in Music or a Master's degree with at least 18 graduate hours in discipline/qualifying field to include at least 9 graduate hours in Music Theory or Theory Pedagogy	Music; Performance; Music History; Music Theory; Composition; Conducting; Music Education; Jazz; Jazz Education; Pedagogy
MUSI (A)	1181, 1182, 2181, 2182	Master's degree in Music or a Master's degree with at least 18 graduate hours in discipline/qualifying field to include at least 9 graduate credit hours in Piano, Piano Performance, or Piano Pedagogy	Music; Performance; Music History; Music Theory; Composition; Conducting; Music Education; Jazz; Jazz Education; Pedagogy
MUSI (A)	1183, 1160, 1161, 1162, 1163	Master's degree in Music or a Master's degree with at least 18 graduate hours in discipline/qualifying field to include at least 9 graduate credit hours in Voice or Vocal Performance	Music; Performance; Music History; Music Theory; Composition; Conducting; Music Education; Jazz; Jazz Education; Pedagogy
MUSI (A)	1192	Master's degree in Music or a Master's degree with at least 18 graduate hours in discipline/qualifying field to include at least 9 graduate credit hours in Guitar or Guitar Performance	Music; Performance; Music History; Music Theory; Composition; Conducting; Music Education; Jazz; Jazz Education; Pedagogy
MUSP (W)		Associate's degree in discipline/qualifying field with at least three years of nonteaching work experience in performance area	Audio Engineering, Audio Production, Commercial Music, Jazz, Jazz Education, Recording, Music, Music Education, Music Theory, Music Composition, Performance
NCBM (A)	Non-Course Based Mathematics less than 1000 level	Bachelor's degree in Mathematics or bachelor's degree with at least 18 graduate hours of undergraduate coursework in the discipline/qualifying field	Mathematics; Statistics; Mathematics Education

NURA (A)		Associates degree, Diploma, or higher in Nursing with twelve months experience as a Registered Nurse in a Medicare/Medicaid-approved long-term care facility (LTAC) or Skilled Nursing Facility (SNF), OR experience teaching Certified Nurse Aide training program in a state-approved program for a total of four semesters. Must hold current license to practice as a Registered Nurse in Texas.	Nursing (RN only)
NURS (U)		Master's degree in Nursing or a Master's degree with 18 graduate hours in discipline/qualifying field and current unencumbered licensure, certification or registration as a Registered Nurse in the state of Texas.	Nursing, Nursing Education
OSHT (W)		Associates degree in discipline/qualifying field and a minimum of three years nonteaching work experience in Construction Safety. At least one of the following certifications from the Board of Certified Safety Professionals is required: Construction Health and Safety Technician (CHST) Certificate, Safety Management Specialist (SMS) Certificate, Associate Safety Professional (ASP) Certificate, Certified Safety Professional (CSP).	Architecture, Architectural Drafting, Construction Management, Civil Engineering Technology, Industrial Hygiene, Occupational Safety, Safety Management Technology, Environmental Health and Safety
OSHT (W)	1305	Associates degree in discipline/qualifying field and a minimum of five years nonteaching work experience in Construction Safety. OSHA Construction Trainer or General Industry Trainer certification required.	Architecture, Architectural Drafting, Construction Management, Civil Engineering Technology, Industrial Hygiene, Occupational Safety, Safety Management Technology, Environmental Health and Safety

PFPB (W)		Associate's degree in Discipline/Qualifying (or closely related) field with a minimum of three years of nonteaching work experience as a plumber, OR hold current licensure as a Journeyman Plumber in the state of Texas with a minimum of 5 years of nonteaching, work-related experience.	Construction Technology, Construction Science, Facilities Maintenance or Industrial Maintenance, Industrial Technology, Plumbing and Pipefitting Technology, or Civil Engineering Technology
PHIL (A)		Master's degree in Philosophy or a Master's degree with at least 18 graduate hours in discipline/qualifying field.	Philosophy
PHRA (W)		Bachelor's degree or higher in Pharmacy, or Associates degree in Pharmacy Technology with a minimum of three years of related experience. Must hold current licensure to practice as a Pharmacist in Texas or certification as a Certified Pharmacy Technician (CPhT).	Pharmacy Technology, Pharmacy
PHTC (W)		Associate's degree in Photography or Art (with Photography concentration) and at least three years of nonteaching work experience	Photography
PHYS (A)		Master's degree in Physics/Physical Science or a Master's degree with at least 18 graduate hours in discipline/qualifying field. For lab sections, Bachelor's degree in discipline/qualifying field.	Physics; physical science; astronomy
PLAB (W)		Associate's degree, Diploma or higher in discipline/qualifying field with a minimum of three years' experience in direct patient care in an inpatient or outpatient setting. Must hold current certification/licensure as a Medical Assistant, Registered Nurse, Licensed Vocational Nurse, or other	Medical Assistant, Registered Nurse, Licensed Vocational Nurse, or other healthcare professional who provides direct patient care

		healthcare professional who provides direct patient care.	
POFI (W)		Associate degree in discipline/qualifying field with a minimum of five years of nonteaching work experience in a business environment	Office Environment; Administrative Assistant; Office Manager
POFT (W)		Associates degree in discipline/qualifying field with a minimum of five years of nonteaching work experience in a business environment.	Office Environment; Administrative Assistant; Office Manager
PSGT (W)		Associates Degree or higher in any field with two years of work experience in polysomnography. Must hold current certification as a Registered Polysomnographic Technologist (RPSGT) issued by the Board of Registered Polysomnographic Technologists.	
PSTR (W)		Associates degree in discipline/qualifying field OR an associate's degree in any discipline supported by a certificate in pastry with a minimum of five years of nonteaching work experience in foodservice, hospitality, culinary or similar environment.	Foodservice, Pastry, Culinary
PSYC (A)		Master's degree in the discipline/qualifying field or a master's degree with 18 graduate hours in the discipline/qualifying field.	Psychology, Counseling Psychology, Clinical Psychology, Social Psychology

PTHA (W)		Associate's Degree in Physical Therapy Assisting (PTA) with a current license to practice as a PTA in the state of Texas and three years of post-licensure experience as a physical therapist assistant OR a Bachelor's degree or higher in Physical Therapy (PT) with a current license to practice as a PT in the state of Texas, and three years of post-licensure experience as a physical therapist.	Physical Therapy, Physical Therapy Assisting
RBTC (W)		Associates degree in discipline/qualifying field with a minimum of four years nonteaching work experience in a related field with a minimum of two years nonteaching work experience in a related field.	Electronics, Electrical Engineering, Mechanical Engineering, Electrical Engineering Technology, Robotics Engineering, Robotics Engineering Technology
RECL (W)		Bachelor's degree in Sport & Recreation Management or similar discipline with a minimum of five years of experience in recreation and/or sports environment.	Sports and Recreation Management
RECT (W)		Bachelor's degree in Sport & Recreation Management or similar discipline with a minimum of five years of nonteaching work experience in recreation and/or sports environment.	Sports and Recreation Management
RELE (W)		Associate degree in any discipline with an active license as a Real Estate Broker in the state of Texas and a minimum of five years of nonteaching work experience in the Real Estate industry.	Real Estate
RNSG (W)		Master's degree in Nursing or a Master's degree with 18 graduate hours in discipline/qualifying field and current unencumbered	Nursing, Nursing Education

		licensure, certification or registration as a Registered Nurse in the state of Texas	
RSPT (W)		Associate's degree or higher in Respiratory Care with two years of work experience as a Respiratory Therapist. Must hold current certification as a Registered Respiratory Therapist (RRT) from the National Board for Respiratory Care and current licensure to practice in the state of Texas from the Texas Medical Board.	Respiratory Therapy
RSPT (W)	1207, 1237	Associates Degree or higher in any field with two years of work experience in polysomnography. Must hold current certification as a Registered Polysomnographic Technologist (RPSGT) issued by the Board of Registered Polysomnographic Technologists.	Polysomnographic Technology
RSTO (W)		Bachelor's degree in Hospitality Management or similar discipline with a minimum of five years of experience in a supervisory, management or leadership position in the Hospitality industry.	Hospitality Management
RTVB (W)		Associate's degree in discipline/qualifying field and a minimum of three years of relevant nonteaching industry experience.	Video Production, Video Technology, Media Technology, Digital Media, Digital Cinematography, Digital Filmmaking, Television, Film, Studio Production, Motion Graphics, Media Arts, Electronic Media
RUSS (A)		Master's degree in Russian or a Master's degree with at least 18 graduate hours in discipline/qualifying field.	Russian
SGNL (A)		Master's degree in discipline/qualifying field or a Master's degree with at least	American Sign Language; Sign Language Studies; Deaf Studies; Deaf Education; Teaching American Sign

		18 graduate hours in the discipline/qualifying field.	Language; Communication Disorders; Deaf Education
SLNG (W)		Associate's degree in the discipline/qualifying field and Board for Evaluation of Interpreters (BEI) Master Level certification or Registration for Interpreters (RID) certification.	Interpreter Preparation Program; Sign Language Interpreter
SLNG (W)	1207, 1321	Associate's degree in the discipline/qualifying field and Board for Evaluation of Interpreters (BEI) Advanced Level certification/BEI Level III or Registration for Interpreters (RID) certification.	Interpreter Preparation Program; Sign Language Interpreter
SLNG (W)	1211, 1347, 1215	Associate's degree in the discipline/qualifying field.	American Sign Language; Sign Language Studies; Deaf Studies; Deaf Education; Teaching American Sign Language; Communication Disorders and Deaf Education; Interpreter Preparation Program; Sign Language Interpreter
SOCI (A)		Master's degree in the discipline/qualifying field or a Master's degree in any discipline with 18 graduate hours in the discipline/qualifying field.	Sociology
SOCW (A)		Master's degree in the discipline/qualifying field or a Master's degree in any discipline with 18 graduate hours in the discipline/qualifying field.	Social Work
SPAN (A)		Master's degree in Spanish or a Master's degree with at least 18 graduate hours in discipline/qualifying field.	Spanish
SPCH (A)		Master's degree in discipline/qualifying field or a Master's degree with at least 18 graduate hours in discipline/qualifying field.	Speech; Communication(s); Speech Communications; Interpersonal Communication; Communication Theory; Communication Studies; Public Address and Communication

SRGT (W)	1271, 1409, 1441, 1442, 2130, 1461, 2561	Associate's degree in any field with two years of work experience in Surgical Technology. Must hold current certification as a Certified Surgical Technologist from the National Board of Surgical Technology and Surgical Assisting.	
SUAS (W)		Associates degree in any discipline and hold current Remote Pilot Certification from the Federal Aviation Administration (FAA Part 107 Certificate) with a minimum of two years nonteaching work experience as a drone pilot.	
TECA (A)		Master's degree in Child Development or a Master's degree with at least 18 graduate hours in discipline/qualifying field and at least two (2) years of early childhood/elementary school teaching experience or working in a licensed child care facility	Child Development; Early Childhood Education; Elementary Education, Family Studies; Child Life; Family Life
TECM (W)		Bachelor's degree in discipline/qualifying field	Engineering, Engineering Technology, Mathematics, Mathematics Education, Physics
TRVM (W)		Bachelor's degree in Hospitality Management or similar discipline with a minimum of five years of experience in a supervisory, management or leadership position in the hospitality industry.	Hospitality Management
VNSG (W)	1577, 1578, 1579, 1230, 1238	Associate degree in Nursing and current, unencumbered license as a registered Nurse in Texas with three years of non-teaching work experience as a nurse.	Nursing
VNSG (W)	1205, 1261, 1262, 1270,	Certificate in Vocational/Practical nursing with a current, unencumbered	Vocational Nursing, Practical Nursing

	1271, 1570, 1571, 2363	license as a Vocational nurse in Texas with three years of non-teaching work experience as a licensed vocational/practical nurse.	
VTHT (W)		Associates Degree from an AVMA accredited program in Veterinary Technology and three years non-teaching clinical work experience as a Veterinarian Technician, with current state licensure, certification, or registration	
WLDG (W)	1307, 1313, 1317, 1428, 1430, 1434, 1435, 2435, 2443, 2447, 2451, 2453	Associate's degree in discipline/qualifying field with a minimum of three years nonteaching work experience demonstrating proficiency in welding.	Welding, Welding Technology, Metals Science (Metallurgy or Materials Science), Pipe Fitting; Industrial Education, Industrial Technology, Industrial Arts
WLDG (W) (Metal Arts)	1308, 1371, 1401, 1405, 2471, 2440	Associate's degree in discipline/qualifying field with a minimum of three years nonteaching work experience demonstrating proficiency in welding.	Art (Sculpture or Studio Art), Metals Science (Metallurgy or Materials Science), Metal Arts, Blacksmithing, Metalsmithing, Foundry Practices, Industrial Education, Industrial Technology, Industrial Arts

Appendix A: Foreign Credential Evaluation Services and Helpful Websites

Collin College accepts foreign transcripts evaluations only from The National Association of Credential Evaluation Services (A listing of NACES certified international credential evaluators can be found on the following website: <http://www.naces.org/members>)

A2Z Evaluations, LLC
216 F Street, #29
Davis, CA 95616
Phone: (530) 400-9266
Email: info@A2Zeval.com
<http://www.A2Zeval.com>

Educational Perspectives, nfp.
P.O. Box 618506
Chicago, IL 60661-8056
Phone: (312) 421-9300
Fax: (312) 421-9353
Email: info@educational-perspectives.org
<http://www.educational-perspectives.org>

Academic Evaluation Services, Inc.
11700 N 58th Street G & H
Tampa, FL 33617
Phone: (813) 374-2020
Fax: (813) 374-2023
Email: info@aes-edu.org
<http://www.aes-edu.org>

Educational Records Evaluation Service, Inc.
601 University Avenue, Suite 127
Sacramento, CA 95825
Phone: (916) 921-0790
Fax: (916) 921-0793
Email: edu@eres.com
<http://www.eres.com>

Center for Applied Research, Evaluations, & Education, Inc.
P.O. Box 18358
Anaheim, CA 92817
Phone: (714) 237-9272
Fax: (714) 237-9279
Email: eval_caree@yahoo.com
<http://www.iescaree.com>

Evaluation Service, Inc.
333 W. North Avenue, #284
Chicago, IL 60610
Phone: (847) 477-8569
Fax: (312) 587-3068
Email: info@evaluationservice.net
<http://www.evaluationservice.net>

Educational Credential Evaluators, Inc.
P.O. Box 514070
Milwaukee, WI 53203-3470
Phone: (414) 289-3400
Fax: (414) 289-3411
Email: eval@ece.org
<http://www.ece.org>

Foreign Academic Credential Service, Inc.
P.O. Box 400
Glen Carbon, IL 62034
Phone: (618) 656-5291
Fax: (618) 656-5292
<http://www.facsusa.com>

Foundation for International Services, Inc.
14926 – 35th Avenue West
Suite 210
Lynnwood, WA 98087
Phone: (425) 248-2255
Fax: (425) 248-2262
Email: info@fis-web.com
<http://www.fis-web.com>

International Consultants of Delaware, Inc.
3600 Market Street, Suite 450
Philadelphia, PA 19104
Phone: (215) 387-6950 ext. 603
Fax: (215) 349-0026
Email: icd@icdeval.com
<http://www.icdeval.com>

Global Credential Evaluators, Inc.
P.O. Box 9303
College Station, TX 77842-9203
Phone: (800) 707-0979
Fax: (512) 388-3174
Email: gce@gceus.com
Web: <http://www.gceus.com> or
<http://www.gcevaluators.com>

International Education Evaluations, Inc.
7900 Matthews-Mint Hill Rd.
Ste 300
Charlotte, NC 28227
Phone: (704) 772-0109
Web: <https://www.myiee.org>

Global Services Associates, Inc.
409 North Pacific Coast Highway, #393
Redondo Beach, CA 90277
Phone: (310) 828-5709
Fax: (310) 828-5709
Email: info@globaleval.org
<http://www.globaleval.org>

International Education Research
Foundation, Inc.
P.O. Box 3665
Culver City, CA 90231-3665
Phone: (310) 258-9451
Fax: (310) 342-7086
Email: information@ierf.org
<http://www.ierf.org>

International Academic Credential
Evaluators
P.O. Box 2465
Denton, TX 76202-2465
Phone: (940) 383-7498
Fax: (940) 382-4874
Email: staff@iacei.net
<http://www.iacei.net>

Josef Silny & Associates, Inc.
International Education Consultants
7101 S.W. 102 Avenue
Miami, FL 33173
Phone: (305) 273-1616
Fax: (305) 273-1338
Fax: (305) 273-1984 (Translations)
Email: info@jsilny.com
<http://www.jsilny.com>

SpanTran Educational Services, Inc.
7211 Regency Square Blvd., Suite 205
Houston, TX 77036-3197
Phone: (713) 266-8805
Fax: (713) 789-6022
<http://www.spantran-edu.com>

Transcript Research
9090 Skillman, #182A
PMB 364
Dallas, TX 75243
Phone: (214) 810-1124
Fax: (888) 745-6756
Email: Info@transcriptresearch.com
www.transcriptresearch.com

World Education Services, Inc.
P.O. Box 5087
Bowling Green Station
New York, NY 10274-5087
Phone: (212) 966-6311
Fax: (212) 739-6100
Email: info@wes.org
<http://www.wes.org/>



Appendix B: Faculty Credential Inventory (FCI) Form

Faculty Credential Inventory (FCI) Form

Instructions: Use this form to create a new Faculty Credential Inventory (FCI) record. Please note that faculty members that teach multiple subjects must have a separate FCI for each subject taught.

NOTE: It is very important that you select the correct DEAN and VP PROVOST from the drop down menu. Failure to select the correct name may delay the approval since the intended person will not see the FCI when they log on. If the name of a Dean or VP Provost is missing or incorrect, please do not select the next best person or a person previously in that position. Instead contact the HRC on your campus for assistance.

FACULTY MEMBER GENERAL INFORMATION:

CWID

LAST NAME*

FIRST NAME*

FT OR PT*

☐ FT ☐ PT

DEAN*

VP PROVOST*

SUBJECT*

Limited FCI?

☐ Check the box if the faculty member is limited to teaching certain courses within a subject.

FACULTY MEMBER EDUCATION INFORMATION:

Enter below, all degrees and education records in the following format, starting with the highest level of education. School Name, Degree or Coursework, Major.

Examples:

Texas A&M Univ - Commerce, Doctor of Philosophy, Business Administration;

University of Texas at Dallas, Master of Science, Business Administration

5000

FACULTY MEMBER TEACHING CREDENTIALS:

Please select the faculty member's credentials from the following list*

CONCENTRATION (18 GRADUATE SEMESTER HOURS):

From the faculty member's transcripts, please list the 18 graduate semester hours that are directly related to the subject/courses that will be taught. Include school, course #, course title, and # semester hours.

EXAMPLE: University of Texas at Dallas-ENGL559-Language and Culture-3

Appendix C: Faculty Alternate Credentials Form



Faculty Alternative Credentials Form			
Faculty Member's Name:	CWID:	Academic Dean:	Campus:
Teaching Discipline(s)/Program(s)/Course(s):			
<p>Justification for Hiring by Alternative: Provide a description that describes the faculty member's alternative qualifications. Applicable supporting documentation must be attached in the following order (see the credentials manual for more information on supporting documentation):</p> <ol style="list-style-type: none"> 1. Letters certifying that exceptions to coursework is equivalent to the required coursework. These letters should come from an academic officer from the department of the granting institution that is accepting equivalency (e.g., the dean of a university math department accepting engineering coursework). 2. Professional experience documentation. 3. Professional letters of support. 4. Student letters of support. 5. Other documentation (including Credentialing Crosswalk Form, if needed). 			
	Signature		Date
Faculty Member from Discipline Being Credentialed			
Associate Dean/Director			
Dean			
VP/Campus Provost			
VP of Academic Affairs			
Executive Vice President			

Appendix D: Credentialing Crosswalk



Credentialing Crosswalk			
Faculty Member's Name	ID	Dean	Campus
Teaching Discipline(s)/Programs or Specific Courses (for limited FCI)			
<p>In addition to the New Faculty Credential Inventory form and the Alternative Credentialing Form, the Credentialing Crosswalk may be completed to help document Faculty coursework qualifications that do not directly align with the Collin College credentialing guidelines by discipline.</p> <p>Faculty are qualified to teach each course listed in the discipline based on the course qualification and descriptions listed below. Rows for additional Courses and SLOs can be added or deleted, as needed</p>			
Course #1	Student Learning Outcomes	Course Qualification	Course Description
<i>Course Rubric, Number and Title</i>	<i>SLO 1</i>	<i>Course from transcript</i>	<i>Course description from catalog</i>
	<i>SLO 2</i>	<i>Course from transcript</i>	<i>Course description from catalog</i>
	<i>SLO 3</i>	<i>Course from transcript</i>	<i>Course description from catalog</i>
	<i>SLO 4</i>	<i>Course from transcript</i>	<i>Course description from catalog</i>
	<i>SLO 5</i>	<i>Course from transcript</i>	<i>Course description from catalog</i>
	<i>SLO 6</i>	<i>Course from transcript</i>	<i>Course description from catalog</i>
	<i>SLO 7</i>	<i>Course from transcript</i>	<i>Course description from catalog</i>