Operating Protocol-Procedure #: 611
Category: Instruction
Office of Primary Responsibility: Chief Academic Officer

Approval Date: 3/16/15
Effective Date: 3/16/15
Revised:

Purpose (Clearly state the rationale and purpose for this Operating Protocol)

To address the credentialing requirements, qualifications, and timeframe in hiring career and technical education (CTE) full-time, part-time, and concurrent enrollment faculty and provide guidance on the credentialing process.

Applicability (Identify to whom this Operating Protocol applies)

All CTE faculty, part-time instructors, and current enrollment instructors

Definitions (Define abbreviations, acronyms, and technical terms)

CTE – Career and Technical Education
Concurrent Enrollment - involves students being enrolled in two separate, academically-related institutions. Generally, it refers to high school students taking college courses.

References (List any related references such as State Board policies, state statutes, accreditation regulations, etc.)

Colorado Community College System Career and Technical Education Administrators Handbook
http://www.coloradostateplan.com/admin_handbook.htm

PCC CTE Vocational Credential Handbook
http://www1.pueblocc.edu/forms/T-Z/Vocational-Credential-CTE-Handbook.pdf

Attachments (List any supporting documents related to this Operating Protocol/procedure including a process flow chart, if applicable)

A. Faculty Credentialing Process Chart
B. CTE Initial Vocational Packet
http://www1.pueblocc.edu/forms/T-Z/Vocational-Credential-Packet.pdf
C. CTE Renewal Vocational Packet
http://www1.pueblocc.edu/forms/T-Z/Vocational-Credential-Packet-Renewal.pdf

Operating Protocol (Please provide the statement of Operating Protocol. The Operating Protocol statement is the governing rule, principle, plan, or understanding that guides the procedure)

All CTE faculty, part-time and concurrent enrollment instructors are required to meet the qualifications and credentialing requirements outlined by the *Colorado Community College Career and Technical Education Administrators Handbook* and the *PCC CTE Vocational Credential Handbook* (found on the Portal).   All CTE faculty, part-time and concurrent enrollment instructors, teaching for a CTE program must complete a vocational credentialing application within 30 days after official hire. The faculty/instructor must meet all credentialing requirements prior to the expiration date of the vocational credential.

Procedure

1. All CTE faculty, part-time and concurrent instructors must provide documentation that the qualifications outlined in at least one of the following levels are met:
    *   First Level - Master's Degree from a regionally accredited college or university in the field or a directly related field <u>and</u> a minimum of 2,000 hours of related work experience within the last seven years (except the Health Science Pathways, which require 2,000 hours of work experience in the last <u>five years</u>).
    *   Second Level - Master's Degree from a regionally accredited college or university with at least 18 graduate hours in the field or a directly related field <u>and</u> a minimum of 2,000 hours of related work experience within the last seven years

(except the Health Science Pathways, which require 2,000 hours of work experience in the last <u>five years</u>).

- Third Level - Bachelor's Degree from a regionally accredited college or university with a major in the field or a directly related field <u>and</u> a minimum of 2,000 hours of related work experience within the last seven years (except the Health Science Pathways, which require 2,000 hours of work experience in the last <u>five years</u>).
- Fourth Level -The educational "equivalent" of an Associate Degree <u>and</u> a minimum of 4,000 hours of related work experience within the last seven years (except the Health Sciences Pathway, which require 4,000 hours of work experience in the <u>last five years</u>).
- Fifth Level -Possession of valid/current state or national industry license or certification in the appropriate skill or trade area and 4,000 hours of related work experience within the last seven years (except the Health Science Pathways, which require 4,000 hours of work experience in the last <u>five years</u>).

Concurrent Enrollment Faculty must meet one of the five levels and must hold a valid secondary credential from the Colorado Department of Education (CDE). Documentation of a valid CDE credential and copy of transcripts showing qualifications must be submitted.

All occupational experience must have occurred after age 16 and must be within the <u>last 7 years unless in Health Sciences, which must be within the last 5 years.</u>

2. CTE faculty/instructors must complete the "CTE Initial Vocational Packet" or the "CTE Renewal Vocational Packet" (found on the Portal) and provide supporting documentation, then submit the application to the department chair.
3. Department chairs will verify all information and documentation provided by the faculty/instructor and complete the CTE Vocational Credential Checklist (found in the application packet) and ensure that the applicant meets all PCC requirements for D2L training and teaching online
4. Department Chairs will sign the checklist verifying to the best of his/her knowledge the information is complete and accurate.
5. The CTE Initial Vocation or Renewal Vocational Packet Form is submitted to Credentialing Officer in the Office of the Chief Academic Officer
6. The Credentialing Officer verifies documentation and determines if applicant is qualified to teach in a program.
7. If applicant does not meet requirements, the Credentialing officer will outline the requirements that must be met and return the form to Department Chair. The faculty or instructor will be given a timeframe to complete or provide additional documentation. If timeframe is not met, the faculty/instructor will not be allowed to teach the following term until all qualifications are met.
8. If/when requirements are met, the Credentialing officer will complete a Vocational Credential and outline requirements that must be met for renewal. A copy of the credential will be sent to the applicant.
9. The file will be maintained in the Office of Chief Academic Officer by the Credentialing Officer.

Non CTE Faculty

The Dean or Department Chair will work with HR regarding updating job announcements, job descriptions, selection committee membership and routing candidate transcripts, etc., through the Division office.

Department Chair determines faculty qualifications- Levels 1-4 in accordance with the Faculty Qualifications Policy/Procedures and PCC Hiring Guidelines

RTH completed- Faculty/ Instructor hired

Department Chair completes the Non-CTE Initial New Faculty Credential Form

Faculty Credential form submitted to Office of CAO

Office of CAO maintains credentailing information

CTE Faculty

The Dean or Department Chair will work with HR regarding updating job announcements, job descriptions, selection committee membership and routing candidate transcripts, etc., through the Division office.

Department Chair or Instructional supervisor determines faculty qualifications Levels 1-5 in accordance with CCCS requirments for CTE faculty/instructors and PCC Hiring Guidelines

RTH Completed- Faculty/ Instructor hired

Faculty/Instructor completes the Vocational Credential Packet and attaches all required documentation. Submits packet to Department Chair or instructional supervisor

Department Chair or instructional supervisor verifies documentation and completes the Vocational Credential Checklist, signs and dates it.
Submits to CTE Credentialing Officer

CTE Credentialing Officer verifies all information in accordance with CCCS requirements. Issues Initial Vocational Credential

CTE Credentialing officer maintains credentialing information.