**FACULTY/INSTRUCTOR PROFESSIONAL DEVELOPMENT PLAN**

**For the PURPOSE of MEETING CREDENTIALING REQUIREMENTS**

**This form must be completed electronically - hand written forms will not be accepted.**

Faculty/Instructor First Name: Middle Initial: Last Name:

Phone Number:

Street Address: City: State: Zip

Email Address:

**PRESENT CREDENTIALS ON FILE**

BACHELOR’S DEGREE: DISCIPLINE: YEAR CONFERRED:

MASTER’S DEGREE: DISCIPLINE: YEAR CONFERRED:

**GOALS FOR PDP:**    
 PDP Goal is to earn Master’s Degree.  
What discipline are you earning your master’s degree in?   
Expected completion date:

I already hold a Master’s degree in another discipline. The PDP goal is to earn the required 18 credit hours towards discipline.

**PDP PLAN TO ACHIEVE QUALIFYING CREDENTIALS FOR TEACHING TRANSFER LEVEL CLASSES**

The following plan is to be a snap shot of the goal moving forward. If you have enrolled in a Master’s level program you may attach an enrollment plan from the institution you are enrolled in showing your degree path and estimated time of completion. If your intent is to earn the additional 18 credit hours towards a discipline you are to fill out the form below outlining all courses you intend to take and when.

The applicant does not have to be enrolled in all the courses, but will be required to submit documentation each semester that he/she is enrolled in a course and when he/she has completed a course. If the faculty/instructor is currently teaching transfer level classes while on a PDP he/she must be activity enrolled in graduate level course(s) in order to continue teaching in this capacity. The faculty/instructor has two years to complete the Master’s Degree or the 18 credit hours in the discipline they desire to teach. If the faculty/instructor does not complete the coursework and provide

an official transcript with the degree posted within two years, then the faculty/instructor will not be able to teach future transfer classes at the college

| **Courses** | **Institution Enrolled** | **Credit Hours** | **Date of Enrollment or Intended Date** | **Date Completed** |
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All documentation is to be sent to the Credentialing Officer at Pueblo Community College: Jennifer Hayden, 900 W. Orman Ave. STE AB 210Q, Pueblo, CO 81004.

By signing below, the faculty/instructor accepts full responsibility for acquiring the appropriate credentials to teach transfer level courses at Pueblo Community College. ***There is no explicit or implied obligation on the part of the institution once the credentials have been achieved that the part-time instructor is guaranteed a teaching contract.***

Faculty/Instructor’s Electronic Signature: Date:

Department Chair/Supervisor’s Electronic Signature: Date:

Credentialing Officer Signature:

Date: