



# EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional  
Effectiveness: (915) 831-6740

## DC-12 Faculty Credentials

**APPROVED:** July 2, 2004  
Year of last review: 2022

**REVISED:** July 21, 2022

**AUTHORIZING BOARD POLICY:** DC

Classification: Administrative

Vice President or Associate Vice President: Vice President of Instruction and Workforce Education

Designated Contact: Vice President of Instruction and Workforce Education

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**OBJECTIVE:** To establish a process to ensure that each faculty member employed with El Paso Community College possesses the academic preparation, training, and experience to meet the minimum requirements of accrediting bodies and state agencies.

### PROCEDURE:

#### I. Vice President

The Vice President of Instruction and Workforce Education (forthwith referred to as “Vice President”), working with his/her respective leadership team, maintains a comprehensive list of faculty credential requirements and current credentialing forms. This document, titled *Faculty Credentials Requirements*, combines the educational and experiential requirement information from applicable accrediting agencies, the Texas Higher Education Coordinating Board (THECB), and the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), and identifies and lists the credential requirements for faculty teaching in each discipline at the College.

Consistent with SACSCOC guidelines, disciplines in conjunction with the dean/director/Vice President may develop specific credential requirements for their faculty. These requirements will be maintained in a separate document titled, *Faculty Credentials Statements*.

#### II. Faculty

It is the responsibility of instructional faculty to provide the College with all documentation needed to verify their credentials. This includes, but is not limited to, an employment application, résumé, official transcripts, appropriate licenses/certifications, verification of work and/or teaching experience, and written language proficiency form(s). The cost to obtain official transcripts (including necessary translations and evaluations of foreign transcripts) and copies of licenses and certifications is borne by the faculty member. It is the responsibility of faculty members teaching in disciplines that require licensure and/or certification to acquire and maintain those credentials, and to provide documentation of licensure and certification renewal. As required to maintain the currency of credential folders, the College will request updated documents from faculty as needed or will gather documentation through licensure bodies if needed and available. In all instances, faculty are ultimately responsible to provide needed documentation.

#### III. Dean/Director/Vice President

Prior to any faculty member’s employment with the District, the dean/director reviews the prospective faculty member’s credentials to verify that s/he meets the requirements listed in the *Faculty Credential Requirements* document. This applies to all faculty no matter the status, delivery method, or location. If the individual’s credentials meet the minimum requirements, and a decision is made to hire the individual, the dean/director will prepare a faculty credentials folder in accordance with current standards. The dean/director will work with the faculty member to obtain the documents required for the credentialing process. The dean/director forwards the completed faculty credentials folder to a second dean/director to review and confirm eligibility to teach in the area and then to the Vice President for final review, approval, and signature.

#### IV. Human Resources Department

The College requires official transcripts identifying degrees or coursework needed for credentialing. Official transcripts are defined as those transcripts transmitted directly from the issuing institution to the El Paso Community

College Human Resources Department. Transcripts issued to students are not accepted as official. Electronic transcripts sent from the conferring institution or from a third-party repository are considered official.

The Human Resources Department will maintain an electronic database of faculty credentials that contains the same information as in the faculty credentials folders. The Human Resources Department will use this database to provide accurate, timely information to various accrediting agencies, federal/state agencies and College departments.

The faculty credentials folder will be housed in the Human Resources Department. Folders may be checked out by the dean/director for updating and reviewing purposes.

The Human Resources Department maintains a document detailing the steps for the processing of foreign transcripts.

## **V. Transcripts from Non-Regionally Accredited Institutions**

The hiring of individuals whose qualifying degree is from a non-regionally accredited institution in the United States (U.S.) will be considered on a case-by-case basis. When hiring such individuals, additional criteria beyond those listed in the *Faculty Credential Requirements* document must be considered. Criteria to be considered include the degree issuing institution's reputation, whether the institution is accredited/recognized by other agencies/organizations, and a thorough evaluation of the candidate's coursework and experience. If such a hire is deemed necessary, then the dean/director must evaluate the faculty member's educational background and experience. Upon concurrence with the Vice President that the individual possesses appropriate academic preparation and experience, the dean/director will prepare a packet for the Faculty Credentials Review Committee (FCRC) review (see Section VI. C, below).

## **VI. Faculty Credentials Review Committee (FCRC)**

- A. When the individual's credentials do not meet the standards stated in the *Faculty Credentials Requirements* document, but the prospective faculty member possesses competence, effectiveness and capacity in the teaching discipline, the individual may be credentialed on the recommendation of the dean/director/Vice President to the FCRC.
1. A dean/director identifies a need and a rationale for credentialing a candidate who does not possess the minimal academic qualifications to teach in a field.
  2. The dean/director gathers all pertinent documentation and writes a cover memorandum summarizing the case.
  3. The District-wide discipline coordinator receives all documentation and shares the documentation with the District-wide full-time faculty in the discipline. The District-wide discipline considers the documentation and votes on whether the faculty member is to be credentialed. The discipline coordinator will forward the discipline's recommendation, in writing, to the dean/director based on the majority of votes and will provide to the dean/director all the documentation on which the vote was based.
  4. The dean/director will forward all the documentation, to include the memo from the dean/director and the coordinator, along with the result of the vote, in writing, to the FCRC, and give to the FCRC his or her reasons why the discipline's vote should, or should not, be upheld. The FCRC will review the documentation, the results of the discipline's vote and the arguments of the dean/director. Upon the review of the foregoing documentation, vote, and arguments, the FCRC will vote to either uphold the discipline's vote or vote to overrule it. The FCRC will forward the result of its vote and forward all the documentation on which the vote was based to the Vice President.
- B. Sufficient objective documentation to support competence, effectiveness and capacity are required to warrant consideration. The candidate for credentialing must provide to the FCRC, through the appropriate dean/director/Vice President, the following documents:
1. Memorandum from the dean/director to the FCRC addressing the evidence for competence, effectiveness, and capacity in the discipline presented by the faculty member, credential requirements for the position, and any other relevant information to support the request
  2. Memorandum from the candidate to the instructional supervisor addressing specific competence, effectiveness, and capacity in the teaching discipline
  3. Current résumé
  4. A copy of the El Paso Community College Application for Employment
  5. Copies of applicable transcripts
  6. Documentation supporting competence, effectiveness, and capacity including, as appropriate, related

work experiences in the field, professional licensure and certifications, honors and awards, continuous documented excellence in teaching, or other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes in the discipline.

7. Recommendation(s) from District-wide discipline faculty.

C. Although rare, a well-qualified candidate may be a graduate of a non-regionally accredited institution. When a candidate is a graduate of (or has coursework from) a non-regionally accredited institution within the United States, the dean/director will prepare a packet for the FCRC to review the appropriateness of the academic preparation in a specific instructional program from the institution to provide the prospective faculty member with the competence, effectiveness, and capacity in the teaching discipline. Upon recommendation by the FCRC, the Vice President may approve that institution's specific instructional program for credentialing of faculty without review of individual candidates unless there have been substantive changes in the status of the educational institution.

1. The dean/director, in cooperation with the applicant, gathers documentation related to the non-regionally accredited institution, which must include:
  - a. A copy of the current program/course description from the institution as compared to a copy of a current degree/certificate program from a regionally accredited institution.
  - b. Recommendation (vote) from the discipline.

The packet may also include:

- a. Verification of accreditation by a national or specialized accrediting agency recognized by the U.S. Department of Education (DOE) using the U.S. Department of Education Database of Accredited Postsecondary Institutions and Programs (<http://ope.ed.gov/accreditation>).
  - b. Verification of approval by a state agency which recognizes postsecondary vocational education or nurse education.
  - c. Verification of approval as an apprenticeship program by the U.S. Department of Labor (DOL) (<http://oa.doleta.gov/bat.cfm>).
  - d. Reputation of the institution within the industry.
  - e. Appropriate and valid licensure award from the discipline's accrediting body.
  - f. Other relevant supporting documents.
2. The dean/director forwards the institutional packet to the FCRC for review.
  3. The FCRC provides a recommendation of recognition of the specific instructional program offered by the institution to the Vice President. (See the checklist and comments on items listed in Section VI. C. 1, above).
  4. Once a specific instructional program within a non-regionally accredited institution is approved by the Vice President, the dean/director will complete a credentials folder for the individual faculty member, including the following:
    - a. A copy of the letter from the Vice President recognizing the instructional program in the credentials folder with the FCRC's recommendation attached.
    - b. A memo from the dean/director stating that they have verified with the institution that the individual received coursework at that institution and graduated with a degree or certificate of completion, and stating they have verified with the DOE, DOL, or state agency that the institution retains their approval/recognition status.
    - c. A copy of the candidate's official transcript from the institution showing coursework and/or graduation with a degree or certificate of completion must be included in the credentials folder.
    - d. The credentials folder is then approved following the usual approval process.

## VII. Foreign Transcripts

All transcripts submitted by a potential faculty member from foreign universities or schools must be evaluated for equivalency to United States accredited course work by an EPCC approved agency. All costs for these services are borne by the prospective employee. Only course work and degrees granted by a regionally accredited college/university, or an acceptable evaluation of foreign course work and degrees will be accepted for credentialing faculty. In the event the prospective employee is unable to provide official transcripts, the dean/director will

communicate with the degree granting school to determine whether it is able to provide the transcripts. If the degree granting school is unable or unwilling to provide official transcripts, the dean/director/Vice President will document this fact and may accept the transcripts in the possession of the individual as substitutes for official transcripts. The Human Resources Department maintains and distributes information regarding the processing of foreign transcripts.

### **VIII. Pending Faculty Credentials Folder**

At times, it may be necessary to have an instructor begin teaching prior to the receipt of an official transcript or verification of teaching or work experience. In these cases, a folder will be prepared by the dean/director containing all of the information pending the official transcript(s) or experience documentation submission. A letter from the university or a memorandum summarizing a phone confirmation from the university of the degree and major field must be included in the folder to show that the individual meets the minimum credential requirements. A copy of the request for an official transcript must be included in the folder in the section where the official transcript will be placed upon receipt. Additionally, the Human Resources Department will attempt to confirm the receipt of the transcript request and if there is any type of hold on the release of the transcript. Once the official transcript arrives, it will be placed in the credentials folder, and all necessary signatures will be obtained. Similarly, a memo from the dean/director listing the work or teaching experience will appear in the appropriate section of the folder. The work and/or teaching experience verification will be used to document phone confirmation of work experience pending documentation. The memo will be replaced with the official experience documentation upon receipt. If folders with all official documentation are not complete within 45 business days of the start of the class, the instructor may be removed from the classroom.

### **IX. Instructors Who Are No Longer Credentialed**

- A. There are several reasons that an instructor who is placed into the classroom may be deemed to be no longer credentialed. These reasons include program changes, specialized accreditation changes in credential requirements, and the inability to acquire official documents for pending faculty credentials referred to above. If the dean/director/Vice President determines that an individual who is currently teaching an EPCC course does not meet the minimum qualifications to be credentialed in the instructional area, every effort should be made to replace that individual with a credentialed instructor. If the instructor cannot be replaced, the dean/director will write a memo to be placed on top of the *Faculty Credentials Verification* form in the individual's faculty credentials folder and the instructor will no longer be assigned courses for which they do not meet the credential requirements.
- B. If the instructor cannot be replaced, the dean/director will write a memo to be placed on top of the *Faculty Credentials Verification* form in the individual's faculty credentials folder. The memo is to be addressed to the Vice President, and include (a) the individual's name, (b) the credential area and semester in which he or she is or was teaching, (c) the current minimum requirements to teach in that credential area, (d) an explanation of why the individual does not meet the minimum requirements, and (e) a statement that the individual will no longer be teaching in the credential area.

### **X. Evaluation**

As an integral part of verifying that newly hired faculty possess the knowledge and credentials necessary to perform their assigned duties, all new faculty members are evaluated by their dean, director, or coordinator during their first year in accordance with the appropriate College evaluation procedure.



## FACULTY CREDENTIALS REVIEW COMMITTEE (FCRC): NON-REGIONALLY ACCREDITED INSTITUTION EVALUATION FORM

<b>Date of Committee Review:</b>	<b>Institution Under Review:</b>	
<b>Course(s)/Degree/Certificate Under Review:</b>		
<b>Document</b> All documents marked with an asterisk (*) are based upon availability/optional	<b>Included Y/N</b>	<b>Comments</b>
A. Memorandum from the Dean/Director to the FCRC summarizing the appropriateness of the academic preparation in a specific instructional program from the non-regionally accredited institution to provide the prospective faculty member with the competence, effectiveness, and capacity in the teaching discipline.		
B. Copy of the current program/course description(s) from the institution as compared to a copy of a current degree/certificate program/course description from a regionally accredited institution.		
C. Memorandum from the District-wide discipline coordinator reflecting a vote by full-time discipline faculty in support of the program of study from the proposed institution.		
D. Verification of accreditation by a national or specialized accrediting agency recognized by the U.S. Department of Education (DOE) using the U.S. Department of Education Database of Accredited Institutions and Programs at <a href="http://ope.edu.gov/accreditation">http://ope.edu.gov/accreditation</a>		
E. Verification of approval by a state agency which recognizes postsecondary vocational education or nurse education.		
F. Verification of approval as an apprenticeship program by the U.S. Department of Labor (DOL) at <a href="http://oa.doleta.gov/bat.cfm">http://oa.doleta.gov/bat.cfm</a>		
G. Reputation of the institution within the industry.		
H. Other relevant supporting documents		
<b>Additional Comments/Other Supporting Evidence:</b>		
_____ The documents presented to the committee <i>are sufficient</i> for review of this institution/program for approval.		
_____ The documents presented to the committee <i>are insufficient</i> for review of this institution/program for approval. We welcome re-submission of a more detailed packet.		
<b>Is this institution/program recommended for approval?</b> _____ <b>Yes</b> _____ <b>No</b>		
<b>Rationale:</b>		
<b>Submitted by FCRC Committee Chairperson:</b> _____ <b>Date:</b> _____		
<i>Revised 8/17/2010 Draft New Form 6/25/2010</i>		



# FACULTY CREDENTIAL REQUIREMENTS

For College Procedure DC-12  
Faculty Credentials

The following requirements are general, credential requirements by discipline. Specific courses may have unique requirements which are defined in a separate document titled, "Faculty Credential Statements."

<p><b>Category 1: Faculty teaching general education courses at the undergraduate level. Faculty teaching associate degree courses designed for transfer to a baccalaureate degree.</b></p>
<p><b>Requirement: Doctorate or master's degree in the teaching discipline, or doctorate or master's degree with a minimum of 18 graduate semester hours (27 graduate quarter hours) in the teaching discipline.</b></p>
ACCOUNTING – TRANSFER (ACCT)
ARCHITECTURE (ARCH)
ART (ARTS, HUMA 1311)
BIOLOGY (BIOL, ENVR 1401, HPRS 2301)
BUSINESS MANAGEMENT– TRANSFER (BCIS, BUSI)
CHEMISTRY (CHEM)
COMPUTER SCIENCE (COSC)
CRIMINAL JUSTICE– TRANSFER (CRIJ)
DANCE (DANC)
ECONOMICS (ECON)
EDUCATIONAL PSYCHOLOGY (EDUC 1300)
ENGINEERING (ENGR)
ENGLISH – TRANSFER (ENGL, HUMA 1305)
FOREIGN LANGUAGE (FREN, GERM, SPAN)
GEOLOGY (ENVR 1301, GEOL)
GOVERNMENT (GOVT)
HEALTH SERVICES (HECO)
HISTORY (HIST)
KINESIOLOGY (KINE)
MASS COMMUNICATION (COMM)
MATHEMATICS – TRANSFER (MATH)
MUSIC (MUAP, MUEN, MUSC, MUSI)
PHILOSOPHY (PHIL)
PHYSICS (ASTR, PHYS)
PSYCHOLOGY (PSYC)
SOCIAL WORK – TRANSFER (SOCW)
SOCIOLOGY (SOCI)
SPEECH COMMUNICATION (SPCH)
TEACHER PREPARATION (EDUC 1301, EDUC 2301, TECA)
THEATER (DRAM)
<p><b>Category 2: Faculty teaching college non-transfer professional, career &amp; technical education associate degree programs</b></p>
<p><b>Requirement: Must possess either a bachelor's degree or higher in the teaching field or an associate degree in the field coupled with a minimum of 3 years work experience and demonstrated competencies in the teaching field. The minimum academic degree for faculty teaching in professional, career &amp; technical education area must be at the same level at which the faculty member is teaching.</b></p>
ACCOUNTING – CTE (ACNT)
ADVERTISING GRAPHICS AND DESIGN (ARTC)
AUTOMOTIVE TECHNOLOGY (AUMT)
BUSINESS MANAGEMENT – CTE (BMGT, BUSG, HRPO, IBUS, INSR, MRKG, POFI, POFT, RELE) <i>Faculty credentialed in Business Management-CTE are qualified to teach these rubrics based on their relevant work and educational experience.</i>
CHILD DEVELOPMENT (CDEC)
COMPUTER-AIDED DESIGN (ARCE, DFTG)
COURT REPORTING (CRTR)

CRIMINAL JUSTICE – CTE (CJCR, HMSY)
CULINARY ARTS AND RELATED SCIENCES (CHEF, PSTR, RSTO) <i>Faculty credentialed in Culinary Arts and Related Sciences are qualified to teach these rubrics based on their relevant work and educational experience.</i>
DENTAL ASSISTING (DNTA)
DENTAL HYGIENE (DHYG)
DIAGNOSTIC MEDICAL SONOGRAPHY (DMSO, DSVT)
DIESEL TECHNOLOGY (DEMR)
ECHOCARDIOGRAPHY (DSAE)
EMERGENCY MEDICAL SERVICES (EMSP)
FASHION TECHNOLOGY (FSHD, FSHN)
FIRE TECHNOLOGY (FIRS, FIRT)
HEALTH INFORMATION MANAGEMENT (HITT, MRMT, SCIT)
HEALTH SERVICES (HPRS 1191, 1202, 1205, 1206, 1209, 2330, 2332)
HEATING, VENTILATION AND AIR CONDITIONING (HART)
INDUSTRIAL MANUFACTURING (CETT; DFTG 1413, ELMT 2433, HYDR; INMT 1305, 1319, 1370, 2280; PLTC 1301; QCTC; RBTC; SMFT) <i>Faculty credentialed in Industrial Manufacturing are qualified to teach these rubrics based on their relevant work and educational experience.</i>
INFORMATION TECHNOLOGY SYSTEMS – CTE (ITCC, ITNW, ITSC, ITSE, ITSW, ITSY)
HOTEL OPERATIONS (HAMG)
INTERIOR DESIGN TECHNOLOGY (INDS)
MEDICAL ASSISTING TECHNOLOGY (ECDR, MDCA)
MEDICAL IMAGING TECHNOLOGY RADIOGRAPHY (RADR)
MEDICAL LABORATORY TECHNOLOGY (MLAB)
NURSING (RNSG) <i>See requirements in the FACULTY CREDENTIALS STATEMENTS section</i>
PARALEGAL (LGLA)
PHARMACY TECHNOLOGY (PHRA)
PHYSICAL THERAPIST ASSISTANT (PTHA)
RENEWABLE ENERGY (CNBT; EEIR; ELMT 1302, 1411, 2341; EPTC; FCEL; OSHT; RBPT; RETS) <i>Faculty credentialed in Renewable Energy are qualified to teach these rubrics based on their relevant work and educational experience.</i>
RESPIRATORY CARE TECHNOLOGY (RSPT)
SIGN LANGUAGE/INTERPRETER (SLNG)
SOCIAL WORK – CTE (CMSW, DAAC, SCWK)
SURGICAL TECHNOLOGY (SRGT)
TRAVEL AND TOURISM (TRVM)
<b>Category 3: Faculty teaching certificate career &amp; technical education courses are typically taught by faculty members with some college or specialized training, but with an emphasis on competence gained through work experience. If a faculty member is teaching certificate level courses which are also part of an associate degree, the faculty must hold the credentials required for teaching the higher degree.</b>
<b>Requirement: Certificate or specialized training in the teaching field, with an emphasis on competence gained through work experience.</b>
COSMETOLOGY (CSME)
ELECTRICAL TECHNOLOGY (ELPT, ELTN, ENTC)
EMERGENCY MEDICAL TECHNICIAN (EMSP)
MACHINING TECHNOLOGY (DFTG1325, INMT 2334, MCHN, PLTC 1343) <i>Faculty credentialed in Machining Technology are qualified to teach these rubrics based on their relevant work and educational experience.</i>
WELDING (WLDG)
VOCATIONAL NURSING (VNSG)
<b>Category 4: Faculty teaching adult basic education courses below the collegiate level</b>
<b>Requirement: Must have a baccalaureate degree and also should have attributes or experiences which help them relate to the particular needs of the adults they teach.</b>
Language Institute – CONVERSATIONAL ENGLISH Language Institute – CONVERSATIONAL FOREIGN LANGUAGES Language Institute – INTENSIVE ENGLISH Language Institute – FAST-TRACK PROGRAMS

<p><b>Category 5: Faculty teaching developmental courses</b></p> <p><b>Requirement:</b> Must hold a baccalaureate degree in a discipline related to their teaching assignment and have either teaching experience in a discipline related to their assignment or graduate training in developmental education. For language arts related must have 18 undergraduate or graduate hours (27 graduate quarter hours) in language arts course work. If the degree is not in a related area, the instructor must possess a minimum of 18 graduate hours (27 graduate quarter hours) in a discipline related to the teaching assignment.</p> <p><b>For English for Speakers of Other Languages (ESOL/Language Institute Intensive English Program), EPCC has defined related areas:</b>  Bilingual Education  Curriculum &amp; Instruction (language arts related)  Elementary Education  English  English as a Second Language  Foreign Languages  Instructional Specialist (language arts related)  Interdisciplinary Studies (language arts related)  Liberal Arts (language arts related)  Linguistics  Reading  Secondary Education (language arts related)  Speech  Teaching English as a Foreign Language  Teaching English as a Second Language</p> <p><b>For Developmental Reading, Developmental Writing, and Integrated Reading and Writing (INRW) EPCC has defined related areas:</b>  Curriculum &amp; Instruction (language arts related)  Developmental Education  Elementary Education  English  Instructional Specialist (language arts related)  Interdisciplinary Studies (language arts related)  Liberal Arts (language arts related)  Linguistics  Print Journalism  Reading  Secondary Education (language arts related)</p> <p><b>For Developmental Mathematics, EPCC has defined related areas:</b>  Accounting  Business Administration  Computer Science  Education  Engineering  Information Technology Systems  Math  Psychology  Sciences (Biology, Chemistry, Geology, Physics)  Statistics  In addition, must have 18 credit undergraduate or graduate hours in Math (<b>6 hours can be in statistics</b>) or have <b>successfully completed Calculus I or a higher-level Math course with a C or higher</b> and have either teaching experience in a discipline related to their assignment or graduate training in developmental education.</p> <p>ENGLISH – DEVELOPMENTAL (INRW)  ESOL – DEVELOPMENTAL (ESOL)  MATHEMATICS – DEVELOPMENTAL (MATH 0305, MATH 0404, NCBM)  READING – DEVELOPMENTAL (INRW 0312)</p>
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**For language arts related, must have 18 undergraduate or graduate hours in language arts course work.**



## EL PASO COMMUNITY COLLEGE LICENSURE/CERTIFICATION CREDENTIAL REQUIREMENTS

For College Procedure  
DC-12: Faculty  
Credentials

**List of all required licensure/certification or other external credentials required for faculty credentialing by discipline. NOTE: Some disciplines have various options for type of certification and only one is required; other disciplines may have multiple certifications required to be fully credentialed.**

Revised: July 1, 2022

Credential Area	Required License/Certification	Issuing Agency
Cosmetology-CSME	Cosmetology Instructor License	Texas Department of Licensing and Regulation (TDLR)
Court Reporting	Certified Shorthand Reporter	Court Reporters Certification Board and Texas Court Reporters Association
Dental Assisting-DNTA	Certified Dental Assistant and	Dental Assisting National Board
	Dental Assisting Registration and	Texas State Board of Dental Examiners
	*Pit and Fissure Sealant Registration and	Texas State Board of Dental Examiners
	*Coronal Polishing Registration	Texas State Board of Dental Examiners
	Or Licensed Dentist	Texas State Board of Dental Examiners
Dental Hygiene-DHYG	Registered Dental Hygiene and	American Dental Association
	Texas Dental Hygiene License	Texas State Board of Dental Examiners
	Or Licensed Dentist	Texas State Board of Dental Examiners
Diagnostic Medical Sonography-DMSO	ARDMS – ABD or	American Registry of Diagnostic Medical Sonography
	ARDMS – OB/Gyn	American Registry of Diagnostic Medical Sonography
Echocardiography	ARDMS – Adult Echo Certification	American Registry of Diagnostic Medical Sonographers, certification in the adult Echocardiography and Sonography Principle and Instrumentation Examination.
Emergency Medical Services-EMSP	Licensed Paramedic or	Texas Department of State Health Services
	National Registry-Paramedic and	National Registry of EMTs
	EMT Advanced Coordinator Certification	Texas Department of State Health Services
	and Certification BLS Instructor	American Heart Association
	and Certification ACLS Instructor	American Heart Association
	and Certification PALS Instructor	American Heart Association
Or Registered Nurse	Texas Board of Nursing	
Fire Technology Academy	Fire Instructor II	Texas Commission on Fire Protection
Health Information Management-HIMA	Registered Health Information Technician or	American Health Information Management Association
	Registered Health Information Administrator	American Health Information Management Association
Health Information Management-Coding-HIMA	Certified Coding Associate or	American Health Information Management Association
	Certified Coding Specialist (C.C.S.) or	American Health Information Management Association
	Certified Coding Specialist for Physician's Office (C.C.S.P)	American Health Information Management Association
Health Information Management-Medical Transcription – MRMT	Registered Medical Transcriptionist	Association for Healthcare Documentation Integrity
Health Professions & Related Sciences – HPRS	Any health-related license or certification	Various (see others listed for specific disciplines)
Kinesiology 1306-KINE 1306	First Aid Instructor Certification and	Emergency Care & Safety Institute (ECSI) or American Academy of Orthopedic Surgeons
	CPR and BLS Instructor Certification	American Heart Association

<b>Credential Area</b>	<b>Required License/Certification</b>	<b>Issuing Agency</b>
Medical Assistant	Registered Medical Assistant or	American Medical Technologists
	Certified Medical Assistant or	Certifying Board of the American Association of Medical Assistants.
	Medical Doctor (MD)	Texas Board of Medical Examiners
Medical Laboratory Technology	Medical Laboratory Scientist – MLS (ASCP) <sup>CM</sup> or	American Society for Clinical Pathology Board of Certification.
	Medical Technologist – MT (ASCP) or	
	Medical Laboratory Technician – MLT (ASCP) or	
	Medical Technologist – MT(AMT)	American Medical Technologist
Medical Imaging Technology Radiography	American Registry of Radiologic Technology	American Registry of Radiologic Technology
	MRT (Medical Radiologic Technologist)	Texas Department of State Health Services
Nursing-RNSG	RN License	Texas Board of Nursing
Nutrition Sciences -HECO	Licensed Dietitian or	Texas State Board of Examiners
	Registered Dietitian	Commission on Dietetic Registration
Pharmacy Technology	Certified Pharmacy Technician or	Pharmacy Technician Certification Board
	Registered Pharmacy Technician or	Texas Board of Pharmacy
	Registered Pharmacist	Texas Board of Pharmacy
Physical Therapist Assistant-PTHA	Physical Therapist or	Executive Council of PT & OT Examiners
	Physical Therapist Assistant	Executive Council of PT & OT Examiners
Respiratory Care-RSPT	Texas License-Respiratory Therapist	Texas Department of State Health Services
Surgical Technology-SRGT	Certified Surgical Technologist or	National Board of Surgical Technology & Surgical Assisting (NBSTSA)
	Registered Nurse	Texas Board of Nursing
Vocational Nursing-VNSG	LVN License or	Texas Board of Nursing
	RN License	Texas Board of Nursing

**Note: \* currently optional but will be mandated in near future by Texas Board of Dental Examiners.**



# INSTRUCTIONS FOR PREPARATION OF FACULTY CREDENTIALS FOLDER

## Materials:

Folder: Classification Folder 2 interior partitions/6 fasteners  
Globe-Weis Product #936-161 Green

Front Name Label: Avery Product Number 5163, 2" x 4" White Label

**Font - Times New Roman 20pt. Bold**  
**TYPED IN UPPER CASE – NAME CENTERED**

LAST NAME, FIRST NAME

Name Tab: Avery Product Number 8366, White Label 1/3 cut

**Font - Times New Roman 20pt. bold**  
**TYPED IN UPPER CASE**

LAST NAME, FIRST NAME

**Note: adjust font to accommodate name on one line**

Folder Tabs: Avery Product Number 8366, White Label 1/3 cut

**Font - Times New Roman 14pt. bold**  
**Typed in Upper/lower case**

First Tab- *Faculty Credentials Verification* form

Second Tab- Official Transcripts/Licensure/Certification

Third Tab- Experience/Application/Résumé

Fourth Tab- English Language Proficiency Verification

Back Page: Page titled *Historical Documents*  
Card Stock Paper, Glacier Mist Color (obtain at ISC)

**Font - Times New Roman 28pt. bold**  
**TYPED IN UPPER CASE – CENTERED**

## Order of Folder Contents:

### First Partition:

Left side: Checklist

Right side (**first tab**): ***Faculty Credentials Verification* form (FCV)**

- Order of contents: **Faculty Credentials Verification Form pages 1 & 2**
- License/Certification Renewal form is placed on top of the FCV
  - Credential area name change standard letter is placed on top of the FCV
- Discipline Memo Regarding Credential Requirements  
Work, Work-Related Volunteer Service and/or Teaching  
Experience Verification form

**Second Partition:**

Left side (**second tab**): **Licensure/Certification/Official Transcripts**

Order of contents:

Licensure/Certification

- updated licensures and certifications replace the expired documents, which are moved to the Historical Documents section

Official Transcripts

- Non-regionally accredited institution letter
- Highest degree on top
- Transliteration of foreign transcripts
- Documentation to support competence, effectiveness and capacity goes behind transcript (from Faculty Credentials Review Committee)
- Verification of Pending Credential Requirements form

Right side (**third tab**): **Experience/Application/Résumé**

Order of contents:

Experience

- evidence of documentation is placed on top of application

Application

Résumé

**Last Partition:**

Left side (**fourth tab**): **English Language Proficiency Verification**

Right side: Historical Documents Page



# FACULTY CREDENTIALS FOLDER CHECKLIST

For College Procedure DC-12  
Faculty Credentials

**NAME:** \_\_\_\_\_

**DISCIPLINE:** \_\_\_\_\_

Form/Document	Completed
<b>Faculty Credentials Verification</b>	
<b>Work/Teaching Experience Verification</b>	
<b>Official Transcripts</b>	
<b>Licensure/Certification Renewal</b>	
<b>Experience/Application/Résumé</b>	
<b>English Language Proficiency Verification</b>	

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



For College Procedure DC-12  
Faculty Credentials

# FACULTY CREDENTIALS VERIFICATION

Credential Area

Name (Last, First, MI)

Course Specific Approval(s)

Social Security Number

Position Requirements	Faculty Credentials				Verification		
<b>Education:</b> <input type="checkbox"/> High School/GED <input type="checkbox"/> Certificate of Completion <input type="checkbox"/> Associates (any) <input type="checkbox"/> Associates (in area) <input type="checkbox"/> Bachelors (any) <input type="checkbox"/> Bachelors (in area) <input type="checkbox"/> Masters (in area) or Masters +18 GSH (27 GQH) in area <input type="checkbox"/> Other: _____	<b>Education:</b> List all (✓) relevant education and (*) highest degree attained						
	✓	*	School	Major	Degree/Date Conferred	Initial	Date
<b>Experience:</b> <input type="checkbox"/> No Experience Required <input type="checkbox"/> Teaching Experience <input type="checkbox"/> 3 Years Related Experience (exclusive of teaching) <input type="checkbox"/> Other (specify): _____	<input type="checkbox"/> Work experience met <input type="checkbox"/> Teaching experience met <input type="checkbox"/> Work experience not required since Bachelors or higher degree in teaching field <input type="checkbox"/> See additional credential documentation in accordance with EPCC College Procedure DC-12 <b>Faculty Credentials</b>				<b>Data Entry</b>		
					Initial	Date	
<b>Required License/Certification:</b> <input type="checkbox"/> License/Certification Met (For each required license/certification held, list the following information)					<b>Approvals</b>		
	License/Certification		Issuing Agency	Number	Expiration Date		
						Dean/Director/VP/Date	
						Dean/Director/VP/Date	
						VP/Date	

**Note: A separate form must be filled out for each credential area in which an instructor is credentialed.**

## Faculty Credentials Verification

<b>Name:</b>	<b>SSN:</b>	<b>Credential Area:</b>
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### Qualifying Courses - See Official Transcript

- Degree in area – Courses not listed
- Career & Technical Education or faculty with academic preparation at the same or higher level at which they are teaching – courses not listed

Course Number and Title	Hours

Course Number and Title	Hours

Hours are (check one) \_\_\_ semester hours (18 hours minimum; or \_\_\_ quarter hours (27 hours minimum)

Total

--

### Specific Credential Requirements

--

### Other Qualifications & Comments (Faculty Roster Column 4)

--



## BANNER GENERATED LETTER

Date

To Whom It May Concern:

Since establishing the College’s credentialing process, several of the credential areas associated with our instructors have changed name. This letter serves to document these changes and to inform those who might review these packets that the faculty members remain credentialed to teach these courses.

<b>Original Credential Area Name</b>	<b>New Credential Area Name</b>
Computer Information Systems – Occupational	Information Technology Systems – Occupational
Computer Information Systems – Transfer	Information Technology Systems – Transfer
Education 1301/TECA – Transfer	Teacher Preparation – Transfer
Education 1300	Educational Psychology
Health Information Technology-Medical Transcription – MRMT	Health Information Management-Medical Transcription – MRMT
Health Information Technology-HITT	Health Information Management-HIMA
Health Information Technology-Coding-HITT	Health Information Management-Coding-HIMA
Nutrition Science-FDNS or HECO	Nutrition Sciences - HECO
Radiologic Technology-RADR	Medical Imaging Technology Radiography

**FACULTY CREDENTIALS STATEMENTS**

The following statements appear in the Specific Credential Requirements box on Page 2 of the *Faculty Credentials Verification* form):

**Category 1: Faculty teaching general education courses at the undergraduate level.  
Faculty teaching associate degree courses designed for transfer to a baccalaureate degree**

**BIOLOGY**

Applicants with a Foreign Medical degree need to have the equivalent of a professional degree from a regionally accredited institution of higher education in the U.S.

**BUSINESS****Business Computer Applications (BCIS 1305)**

The credential requirements for this interdisciplinary course require a combination of 18 graduate semester hours (27 quarter hours) in Business/Management and Computer courses with a minimum of 6 semester hours (9 quarter hours) in each.

**Quantitative Methods for Business and Economics (BUSI 2305)**

The credential requirements for this course is a Master's degree in one of the following: Business Administration, Accounting, Finance, Marketing, Management, Management Information Systems, International Business or Economics or a Master's degree with 18 graduate hours in any of these areas or a mix of courses from any of these areas.

**CRIMINAL JUSTICE**

The Juris Doctor degree is recognized as meeting the Master's qualifying degree. The following courses are appropriate in meeting the 18 graduate hours (27 quarter hours) required to teach the Criminal Justice transfer courses: Criminal Law, Criminal Procedure, Constitutional Law I & II, Evidence I & II, Advanced Evidence, Immigration Law, Advanced Criminal Law, Criminal Clinical Experience, and Criminal Law Seminar. Course prefix, number and title may vary by law school (**see memorandum attached to the *Faculty Credentials Verification* form**).

**COMM/DRAM 2366**

COMM 2366 and DRAM 2366 are cross-listed in the Texas Higher Education Coordinating Board's *Lower-division Academic Course Guide Manual*. The qualifications for teaching this course may be a Masters in either Drama or Mass Communication or a Masters (any) with 18 graduate semester hours (27 quarter hours) in either field.

**EDUCATIONAL PSYCHOLOGY**

The following statement must appear in the discipline Specific Credential Requirements box on Page 2 of the *Faculty Credentials Verification* form when the Master's degree is not in Education, Counseling, Psychology or Social Work:

For **Educational Psychology** the qualifying 18 graduate semester hours (27 graduate quarter hours) can be a mix of Education, Counseling, Psychology or Social Work, or Master's with 12 graduate semester (18 graduate quarter hours) hours in Counseling, Education, Psychology, or Social Work and 6 additional graduate semester hours (9 graduate quarter hours) in Career Development, Oral Communication, Computer Sciences, Library Science, Individual Assessment and Evaluation, or Physical Education.

## **GOVERNMENT**

EPCC recognizes that the range of topics covered by the field of Government/Political Science is diverse. The American Political Science Association recognizes Urban Studies, International Relations and Public Administration as subfields in the study of political science and recognizes the structure of these programs as preparation to teach Government courses at the community college level.

Faculty teaching government courses must possess a Master's degree in one of the following areas: Government, Political Science, Urban Studies, Urban Affairs, Public Administration, Public Policy, or International Relations.

Or, a Master's degree in a social science area and 18 graduate hours (27 quarter hours) in any of the listed fields described above (see memorandum attached to the *Faculty Credential Verification form*).

## **NUTRITION/HECO**

Master's degree in Nutrition, Dietetics, Home Economics, or related area.

## **PSYCHOLOGY (Counseling Degrees)**

The graduate courses listed above are comprehensively based on current psychological theory (memorandum with discipline evaluation located behind the *Faculty Credentials Verification form* must be also included in credentials folder).

## **TEACHER PREPARATION**

### **EDUC 1301 and 2301/TECA 1303, 1311, 1318**

Master's degree in Education or Master's and 18 graduate semester hours (27 quarter hours) in Education.

### **TECA 1354**

Master's degree in Education, Psychology, Social Work or Family and Consumer Science or Master's and 18 graduate semester hours (27 quarter hours) in one of the following fields: Education, Psychology, Social Work or Family and Consumer Science.

## **Category 2: College non-transfer professional, career & technical education associate degree programs**

### **DENTAL ASSISTING**

Associate degree in Dental Assisting, 3 years of paid experience in the field, and certification (CDA or DDS).

Bachelor's degree in any field is required to be program coordinator.

## DENTAL HYGIENE

Associate degree in Dental Hygiene, 3 years of paid experience in the field, and license (RDH or DDS).

Master's degree in the field required to be Dental Hygiene program coordinator.

## DMSO-Sonography and DSAE-Echocardiography

Associate degree in the health discipline (DMSO or DSAE), 3 years of paid work experience, and a license or certificate from ARDMS and/or JRC.

Bachelor's degree in any field is required to be a program coordinator.

## NURSING RN

The Texas Board of Nursing §215.7, *Faculty*, (d) (2) (A-D) states:

(d) "Faculty Qualifications and Responsibilities.

(2) Each nurse faculty member shall:

(A) Hold a current license or privilege to practice as a registered nurse in the State of Texas;

(B) Show evidence of teaching abilities and maintaining current knowledge, clinical expertise, and safety in the subject areas of teaching responsibility;

(C) Hold a master's degree or doctoral degree, preferably in nursing;

(D) A nurse faculty member holding a master's degree or doctoral degree in a discipline other than nursing shall hold a bachelor's degree in nursing from an approved or accredited baccalaureate program in nursing; and

(i) if teaching in a diploma or associate degree nursing program, shall have at least six (6) graduate semester hours or nine (9) quarter in nursing appropriate to assigned teaching responsibilities."

## NURSING PRACTICE LAB

1. The Texas Board of Nursing §215.10, *Clinical Learning Experiences*, (i) (1-2) states:

(i) "Clinical teaching assistants may assist qualified, experienced faculty with clinical learning experiences.

(1) In clinical learning experiences where a faculty member is assisted by a clinical teaching assistant, the ratio of faculty to students should not exceed two (2) to fifteen (15).

(2) Clinical teaching assistants shall supervise student clinical learning experiences only when the qualified and experienced faculty member is physically present in the affiliating agency or alternative practice setting."

2. ACEN Standard 2, Criteria 2.3 states: "Credentials of practice laboratory personnel are commensurate with their level of responsibilities."

**Category 3: Certificate career & technical education courses are typically taught by faculty members with some college or specialized training, but with an emphasis on competence gained through work experience. If a faculty member is teaching certificate level courses which are also part of an associate degree, the faculty must hold the credentials required for teaching the higher degree**

## **COSMETOLOGY**

Faculty teaching in this area must have specialized training and competency in the field. EPCC has defined these as:

1. Training that meets Texas Licensing requirements for cosmetology instructors.
2. A current instructor's license issued by the Texas Department of Licensing and Regulation.
3. At least 3 years of experience as a cosmetologist.

## **ELECTRICAL TECHNOLOGY**

Faculty teaching in this area must have specialized training and competence gained through work experience in the field. This training and experience can be verified by any of the following:  
has defined these as:

1. Master Electrician License recognized by the Texas Department of Licensing and Regulation (TDLR).
2. Certificate of Completion of an Electrical Apprenticeship Program recognized by the Department of Labor, Journeyman Electrician License and a minimum of 5-years related work experience.

## **VOCATIONAL NURSING**

As per the Board of Nursing rule 214.7 (c) (2) (A-C) related to faculty, requires that "Each faculty member shall: (A) Hold a current license or privilege to practice nursing in the State of Texas. (B) Have been actively employed in nursing for the past three years or have advanced preparation in nursing, nursing education and/or nursing administration. (C) Have had three years varied nursing experiences since graduation."

Program directors and coordinators are encouraged to use the following guidelines when electing to utilize licensed vocational nurses as instructors for vocational nursing educational programs:

1. Licensed vocational nurses work under the supervision of a registered nurse.
2. Didactic courses taught by licensed vocational nurses are generally limited to Fundamentals and Vocational Nursing Skills.
3. Licensed vocational nurses teaching didactic courses other than Fundamentals and Vocational Nursing Skills must have the documented academic credentials to do so.

### **Category 5: Faculty members teaching developmental courses**

#### **LANGUAGE ARTS RELATED AREAS ONLY IN DEVELOPMENTAL READING/DEVELOPMENTAL WRITING/INTEGRATED READING and WRITING/ESOL**

EPCC has identified \_\_\_\_\_ as a related field for developmental \_\_\_\_\_ when the course work for that degree includes a minimum of 18 undergraduate or graduate level language arts related semester hours (27 quarter hours). For language arts related must have 18 undergraduate or graduate hours in language arts course work. The following are the specific language arts related courses:

#### **LANGUAGE ARTS RELATED AREAS ONLY IN DEVELOPMENTAL READING/WRITING/INTEGRATED READING and WRITING/ESOL/Language Institute Intensive English Program (IF GRADUATE HOURS ARE USED).**

\_\_\_\_\_ possesses a bachelor's degree and a minimum of 18 graduate level hours in language arts-related courses. This meets the minimum qualification to teach developmental

\_\_\_\_\_. The following are the specific language arts-related graduate courses:

### **MATH-DEVELOPMENTAL**

Developmental Math instructors must possess a baccalaureate degree in a discipline related to their teaching assignment. EPCC has defined these as: Accounting, Business Administration, Information Technology Systems, Computer Science, Education, Engineering, Math, Psychology, Sciences (Biology, Chemistry, Geology, Physics) and Statistics. Instructors must also have 18 undergraduate or graduate hours (27 quarter hours) of Math; six of these hours can be in statistics. Additionally, instructors must have completed Calculus I or a higher-level Math course with a C or better and have either teaching experience in a discipline related to their assignment or graduate training in developmental education.

### **SACSCOC ROSTER:**

The following statements appear in the specific credential requirements and/or other qualifications & comments (Faculty Roster Column 4) box on Page 2 of the *Faculty Credentials Verification* form:

Teaching: Prior to 2004, where teaching at EPCC may have been accepted as teaching experience (Reading, Writing, and Math only).

### **Discipline/Specific Related Discipline teaching experience verified by (employer/institution). Work Experience:**

- Need the minimum of three years.
- Put total amount of time (not dates).
- If external verification of work experience is not available, use information available on the application/ résumé.

Number of years of verified work experience in (specified field) at (list employers). Holds a current (license/certification/registry) from (Agency) as a (Title). **(Use second sentence only if applicable).**

Work experience not required since instructor holds a bachelors or higher degree in teaching field.

### **For use when Faculty has been reviewed by the Faculty Credentials Review Committee:**

Instructor's credentials to teach in the (Discipline or Courses) were approved based on consideration of competence, effectiveness, and capacity as demonstrated by evidentiary materials presented to the Faculty Credentials Review Committee per the process detailed in EPCC College Procedure DC-12 *Faculty Credentials*. (Include a summary of the individual's competence, effectiveness, and capacity).

### **Translation and Evaluation:**

Credentials were evaluated by a member agency of the National Association of Credential Evaluation Services (NACES) and determined to be equivalent to a (degree and major) from a regionally accredited institution.



For College Procedure DC-12  
Faculty Credentials

## WORK, WORK-RELATED VOLUNTEER SERVICE AND/OR TEACHING EXPERIENCE VERIFICATION

Name:	SSN:	Discipline:
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**Requirements:**    3 years of work or work-related volunteer experience    Teaching experience

**List all verified experience:**

Employment Dates	Employer/Agency Information	Verified by
From: To: <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-time ___ hrs/wk	Name: _____ Contact Person: Address: _____ Title:  Phone: _____	<input type="checkbox"/> EPCC Work Experience Verification <input type="checkbox"/> Letter <input type="checkbox"/> Phone Verification (only when written verification is unavailable) <input type="checkbox"/> Other _____
<b>Position/Duties of Applicant:</b>		
Employment Dates	Employer/Agency Information	Verified by
From: To: <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-time ___ hrs/wk	Name: _____ Contact Person: Address: _____ Title:  Phone: _____	<input type="checkbox"/> EPCC Work Experience Verification <input type="checkbox"/> Letter <input type="checkbox"/> Phone Verification (only when written verification is unavailable) <input type="checkbox"/> Other _____
<b>Position/Duties of Applicant:</b>		
Employment Dates	Employer/Agency Information	Verified by
From: To: <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-time ___ hrs/wk	Name: _____ Contact Person: Address: _____ Title:  Phone: _____	<input type="checkbox"/> EPCC Work Experience Verification <input type="checkbox"/> Letter <input type="checkbox"/> Phone Verification (only when written verification is unavailable) <input type="checkbox"/> Other _____
<b>Position/Duties of Applicant:</b>		

\_\_\_\_\_  
Verifying Signature (Dean/Director)

\_\_\_\_\_  
Date



# WORK EXPERIENCE VERIFICATION

For College Procedure DC-12  
Faculty Credentials

In order to meet accreditation standards of the Southern Association of College and Schools Commission on Colleges (SACSCOC) and the Texas Higher Education Coordinating Board (THECB), El Paso Community College needs to verify work experience on Developmental and Career & Technical Education (CTE) faculty. We are requesting your assistance in this effort. Please complete and return this form as soon as possible. Attached is a permission form from the individual authorizing the release of the information.

Employee Name: \_\_\_\_\_ Position: \_\_\_\_\_

Date(s) of Employment: From \_\_\_\_\_ To \_\_\_\_\_ FT: \_\_\_\_\_ PT: \_\_\_\_\_  
MM/YY MM/YY

Job Description/Duties: (if teacher, indicate grade levels and subjects taught):

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*Please attach a job description for the position held if available. Thank you.*

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Print Name/Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone Verification:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date Dean/Director



# FACULTY CREDENTIALS VERIFICATION LICENSE/CERTIFICATION RENEWAL

For College Procedure DC-12  
*Faculty Credentials*

<b>Name:</b>		<b>SSN:</b>	
<b>Required License/Certification:</b>			
License/Certification	Issuing Agency	Number	Expiration Date

**This License affects the following Credential Areas.**

	Data Entry (HR use only)	
	Initial	Date

\_\_\_\_\_  
 Dean/Director

\_\_\_\_\_  
 Date

**Note:** This form is valid when used to update a completed *Faculty Credentials Verification* form. This form must be placed on top of the *Faculty Credentials Verification* form (s).

\*The Renewal License is to be filed in the Transcript section and the Expired License moved to the Historic



For College Procedure DC-12  
*Faculty Credentials*

## ENGLISH LANGUAGE PROFICIENCY VERIFICATION

\_\_\_\_\_  
Name

\_\_\_\_\_  
SSN

I certify that the above instructor meets the following English Language Proficiency competencies:

Oral

Written

\_\_\_\_\_  
Dean/Director

\_\_\_\_\_  
Date





For College Procedure DC-12  
Faculty Credentials

**To:** Registrar  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**From:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Date:** \_\_\_\_\_

**Subject:** Request for Official Transcripts

Please send an Official Transcript of my academic course work to:

El Paso Community College  
 Human Resources  
 ATTN: Faculty Credentials Supervisor  
 P.O. Box 20500  
 El Paso, TX 79998

OR

El Paso Community College  
 Human Resources  
 ATTN: Faculty Credentials Supervisor  
 9050 Viscount Blvd.  
 El Paso, TX 79925

**If mailing via “express” mail, please use street address**

Please return this form with the transcript. Thank you for your prompt attention.

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Printed Name

\_\_\_\_\_  
 SS Number/Student Number

\_\_\_\_\_  
 Date of Birth

\_\_\_\_\_  
 Name Used During Attendance

\_\_\_\_\_  
 Graduation Date/Date Attended

\_\_\_\_\_  
 Present Street Address

\_\_\_\_\_  
 City, State, Zip Code

**\* A transcript is not considered OFFICIAL unless it is transmitted directly from the issuing school to the Human Resources Department. Transcripts issued to students are not considered official.**

Forwarded by: \_\_\_\_\_  
 Originating Division/Department



## **Processing of Foreign Transcripts**

**(Internal document maintained by the Human Resources Department)**

Each faculty member who presents evidence of scholarly preparation from a foreign school will request, through the EPCC Dean or Director that an official copy of the foreign transcript be sent to the College.

Once the transcript is received, the Dean/Director will require the faculty member to complete an application to have the transcript translated (if necessary) and evaluated (course by course) by an evaluation agency acceptable to the College. The Human Resources Department will make a certified copy of the transcript(s) and provide it to the faculty member for submission with the application(s). A review of the application(s) will be conducted to ensure that copies of the completed transliteration and evaluation will be sent to the College.

In the event that the foreign school will not, or cannot, provide official transcripts, the faculty member may be asked to surrender their copy or, at the discretion of the Dean/Director, the faculty member may be asked to make certified copies of the transcripts. In all cases, the unavailability of official transcripts will be documented to include the efforts used to obtain the official copies. Once the transcripts are in the possession of the Dean/Director, the process outlined above will be completed.

Upon receipt of the transliteration and evaluation, the Dean/Director will evaluate the documents for compliance with SACSCOC credentialing criteria. If the criteria are met, all required credentialing documents will be used to complete the credentialing process.



## HUMAN RESOURCES DEPARTMENT

### AUTHORIZATION FOR RELEASE OF INFORMATION

Carefully read this authorization to release information about you, then sign and date it in ink.

**I authorize** any officer or administrative representative of EL PASO COMMUNITY COLLEGE (EPCC) to obtain any information relating to my employment or volunteer service from any of my past or present employers and personal references. This information may include dates of employment, volunteer services, position titles, salary, job description, job function and level of job responsibilities.

**I understand** that the information released to EPCC is for official use solely for the purpose of my employment with EPCC. It may be re-disclosed only as authorized by law.

Copies of this authorization that show my signature are valid as the original release signed by me. This authorization is valid for one (1) year from the date signed or upon termination of my employment with EPCC, whichever is sooner.

Signature (Sign in ink)	Full Name (Type or Print Legibly)	Date Signed	
Other Names Used		Social Security Number	
Current Address (Street and City)	State	ZIP Code	Home Telephone Number (Include Area Code)



For College Procedure DC-12  
*Faculty Credentials*

# **HISTORICAL DOCUMENTS**

[Cover page for historical documents that faculty may submit for their files.]