



HOUSTON COMMUNITY COLLEGE SYSTEM
DIVISION OF EXTENDED LEARNING

GUIDELINES FOR INSTRUCTOR CERTIFICATION
(FOR CEU AND CEC COURSES)

Items needed for submission of new instructor for certification to teach:

- Completed and signed HCC application
- Resume
- Documentation of credentials, i.e. college transcript, copies of applicable licenses or certifications relevant to the course that instructor would be teaching.
- Completed Statement of Qualifications Form **signed by Director of SCE or CC**

For further instructions in filling out the Statement of Qualifications form, please see “Guidelines for Statement of Qualifications Form”

Please complete the above required Statement of Qualifications Form. All support documentation, college transcripts, copies of certifications, standard paperwork for Human Resources (i.e., Part-Time Recommendation, copy of Driver’s License, copy of Social Security Card, and Retirement Option form), should be given directly to your Program Director for credentialing analysis and approval. Please refer to the HR Part-Time Faculty Hiring Checklist. That paperwork will be processed by the Division of Extended Learning and your respective department (SCE or CC). If credentialing documentation is not included or instructor does not appear to meet SACS criteria for teaching CEU course(s), the Director submitting the request will be contacted immediately to supply necessary documentation or letter of explanation for exception.

IMPORTANT NOTE:

Instructor’s employment packet cannot be forwarded to Human Resources until all support documentation is obtained and instructor is certified to teach for SCE or CC. **Per SACS criteria, an instructor must not be assigned teach any CEU class until they have been through the above described certification approval process.** Please ask the faculty candidate to request original transcripts be sent to the HCC HR-Records Department: Attention: Naomi Tobin, 3100 Main, 3rd Floor, Houston, Texas 77002.

For additional questions or assistance, please call the **Division of Extended Learning** at 713-718-6195.



Criteria for Instructor Certification for School of Continuing Education & Corporate College

ion of Colleges and Schools Criteria, 1998, 4.8)

“Faculty who teach workforce continuing education courses should have a combination of higher education academic preparation or specialized higher education training and work experience, with an emphasis on competence gained through work experience. In all cases, faculty members must have special competence in the fields in which they teach.” **(GIPWEE 2000, 2-3, e)**

In exceptional cases, outstanding professional experience and demonstrated contributions to the teaching discipline may be presented in lieu of formal academic preparation for faculty members. These exceptions must be justified by the institution on an individual basis and kept on file.” **(GIPWEE 2000, 2-3, i)**