

# Faculty Credentials Form

The *Faculty Credentials Form* is required for a request for course exemption credit from a non-transferable credit institution. This form must be completed by an **official representative** (academic supervisor such as a dean, program chair or director, the Registrar, or a human resources designee) from the institution and then attached to the *Request for Non-Transferable Credit Form*.

**Name of Institution:** \_\_\_\_\_

Name of Instructor of Record: \_\_\_\_\_

Requested Course Number and Title: \_\_\_\_\_

Faculty Credentials			
Instructor's Degree*	Discipline	College/University Awarded	Year Awarded

Related Work Experience		
Instructor's Degree	Description of Work Experience	Duration/Time of Experience

\*Faculty who receive degrees from international institutions must have their course work/credentials validated by an evaluation service affiliated with the National Association of Credential Evaluation Services, Inc. (NACES).

My signature certifies that all information provided on this form is correct and accurate to the best of my knowledge.

\_\_\_\_\_  
Signature of Official Representative & Date

\_\_\_\_\_  
Printed Name of Official Representative & Title

<p><b>For Official Use Only</b></p> <p><b>Completed by OFTC Dean:</b> Faculty credentials meet the faculty credentialing criteria for the course for which credit is being requested. Please check approved or not approved once credential has been verified.</p> <p><b>APPROVED</b> _____ <b>NOT APPROVED</b> _____ - <b>Signature</b> _____ <b>Date:</b> _____</p>
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