

Instructions for completing the Certification of Credentials Form

form is located here: www.uncw.edu/aa/documents/Forms/CertOfCredentials_DropDown.pdf

- This form is required for all employees listed as instructor of record on a for-credit course (see **Block A** below for additional documentation required)
- Please complete each field as indicated on the form.
- Banner ID number should be left blank if not yet assigned, otherwise a Banner ID is required.
- A CIP code is required to indicate the primary teaching field within the assigning department, as listed at the top of the cert form
 - For those hired/assigned to teach in multiple fields within one department, please choose the **primary** teaching field from the CIP code dropdown, list all course information in the *Course(s) or grouping of courses* fields, and make a note in the comment box that they are being credentialed to and are qualified to teach in this secondary field as well as the primary field.
- Terminal Degree info must be checked yes or no before form is moved forward from appointing Dept./Unit. *NOTE: This refers to whether the degree is terminal in the intended teaching field, not in the field in which the degree was conferred.*
- At least one box must be checked to identify credentials held and course level assigned to hire.
 - If you choose the EXCEPTION option, you must include/attach **one item from each bullet** listed in **Block B** below.

<u>Block A: Additional docs required on file for all employees listed as Instructor of Record</u>	<u>Block B: Required EXCEPTION Documentation</u>
<ul style="list-style-type: none">• Official Transcripts for all conferred degrees• Personnel Record Data Sheet• Curriculum Vitae/Resume <p>Note: Additional documentation needed for Permanent Faculty new hires in AA</p>	<ul style="list-style-type: none">• Statement of justification from, chair, dean or other administrator approving recommendation• External evidence/documentation of credentials & competency• External evaluations (book reviews, teaching evaluations, language exams, external degree completion certifications, honors, awards, etc.