



Faculty & Instructor Qualifications Guide

Fall 2024

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PURPOSE

This manual establishes guidelines for the determination and evaluation of faculty, instructor, and concurrent instructor qualifications, to ensure expertise in discipline-specific teaching and learning that promotes students' academic success, and compliance with accreditation criteria. For the purposes of this document, the terms instructor or faculty will be used to reference all faculty/instructor categories.

INTRODUCTION

At Arapahoe Community College (ACC), all full-time and part-time faculty must meet both the Higher Learning Commission (HLC) minimum faculty qualifications criteria and the ACC minimum faculty qualifications criteria. In addition, Career and Technical Education (CTE) faculty must meet the State Board for Community Colleges and Occupational Education (SBCCOE) board requirement for CTE credentialing. This includes all full-time faculty, part-time instructors, and Concurrent Enrollment (CE) Instructors regardless of location or modality.

ACC assigns instructors to teach based on course qualification requirements, not by an overall discipline/prefix expert basis. Each course within a discipline prefix may have different faculty minimum qualifications or equivalent experience options.

Having the minimum faculty qualifications in no way guarantees that an instructor, faculty member, or teacher will be hired or retained by ACC to teach in that area. Minimum faculty qualifications are only one of several criteria for hire or retention.

This faculty qualifications document lists all faculty minimum qualifications for each course taught at Arapahoe Community College.

This volume is a living document and can be updated by the Chief Academic Officer (Provost / Vice President of Instruction).

HLC POLICY

HLC Policy Adopted November 2, 2023

The adopted policy change revises the faculty qualifications provision in HLC's Assumed Practices to emphasize that an institution must establish and maintain processes for determining that instructors are qualified. This obligation extends to all instructors, including any other entities to whom the institution assigns instruction. Additionally, the policy change specifies that an institution can deem instructors qualified on the basis of a variety of factors, including academic credentials, progress towards academic credentials, equivalent experience, or some combination thereof.

HLC Assumed Practices Related to Faculty Qualifications CRRT.C.10.010

HLC Assumed Practice B.2.a

The institution establishes and maintains reasonable policies and procedures to determine that faculty are qualified. The factors that an institution considers as part of these policies and procedures could include but are not limited to: the achievement of academic credentials, progress toward academic credentials, equivalent experience, or some combination thereof. The institution's obligations in this regard extend to all instructors and all other entities to which it assigns the responsibility of instruction.

Alignment with the Higher Learning Commission (HLC)

HLC specifies that an institution can deem instructors qualified on the basis of a variety of factors:

- Academic credentials
 - Achievement of academic credentials means that an instructor possesses an academic degree relevant to what they are teaching and at least one level above the level at which they teach, except in programs for terminal degrees. In terminal degree programs, an instructor possesses the same level of degree.
 - In the context of general education courses, or other non-occupational courses, achievement of academic credentials typically means that an instructor holds a master's degree or higher. Generally, this degree is in the discipline or subfield in which the instructor is teaching. If an instructor holds the degree in a discipline or subfield other than that in which they are teaching, the individual has completed a reasonable amount of coursework in the discipline or subfield in which they teach, as defined by the institution.
 - Faculty teaching in career and technical education college-level certificate and occupational associate degree programs should possess the minimum threshold of education in the field or a combination of education, training, and occupational experience as defined by that specific program. Such qualifications are allowable even in instances where technical/occupational courses transfer, which HLC recognizes is an increasing practice.
- Progress toward academic credentials
 - Progress toward academic credentials means demonstrable, current, and consistent progress toward the academic credential(s) deemed relevant by the institution for an instructor to be qualified. It is expected that an instructor who is qualified as a result of progress toward academic credentials will not permanently be qualified on that basis; rather, the instructor will eventually be qualified on another basis. An instructor who is qualified based on progress toward academic credentials has access to and engages with resources that the institution provides to support their teaching. This could include, for example, professional development opportunities or opportunities to collaborate with other qualified faculty members who are not qualified based solely on progress toward academic credentials.
- Equivalent experience
 - Equivalent experience means experience that is commensurate with achievement of academic credentials such that it qualifies an instructor for the instruction. This could include through a minimum threshold of experience; research and/or scholarship; recognized achievement; and/or other activities and factors. Equivalent

experience may differ by discipline or program. Previous years of classroom instruction does not alone constitute equivalent experience.

- Some combination of the above

Changes to Faculty and Instructor Qualifications

ACC has developed a process for the development and revision of faculty and instructor qualifications. The process outlines key elements from the HLC's overall guidance on faculty qualifications to be aware of when preparing or revising faculty qualifications. The process also includes specific information to consider when developing faculty qualifications for career and technical education (CTE) faculty qualifications, general education (GE) faculty qualifications, and faculty qualifications that overlap between CTE and GE qualifications. [Faculty Qualifications Process FALL 2024](#)

Approval Procedure for Changes to Faculty and Instructor Qualifications

After members of the academic department faculty vet and propose changes to the faculty and instructor guidelines, [Faculty and Instructor Template](#) needs completed and signed by the appropriate department Chair/Director, the Dean, and the Provost/Vice President of Instruction. The signed faculty Qualifications Revision Template should then be submitted to the HLC Accreditation Officer (ALO) and the Dean of Educational Partnerships for a compliance review. The HLC ALO will present the revisions to the ACC curriculum Committee for final approval.

Previously Approved Faculty & Instructors, Grandfather Clause

When ACC's Faculty Qualifications are modified and as a result an instructor or faculty member no longer meets the new qualifications as outlined in the updated Faculty Qualifications Guide, ACC may continue to consider the individual to be qualified to teach if the individual has documented satisfactory performance on file in accordance with ACC's [AP 31 Evaluation of Faculty Job Performance](#). Renewal of Faculty Qualifications and credentialing is contingent upon satisfactory job performance documented in the individual's HR file per the requirements of AP 31. ACC retains a record of all previous Faculty Qualification Guidelines in an archive that may be accessed for auditors/reviewers in its instructional files.

International Degrees

ACC does not accept unaccredited degrees. Any international degree must go through an evaluation process with a third-party credential evaluation service in order to be given credit towards qualification. Applicants can use any member organization from one of the two national associations of credential evaluation services: National Association of Credential Evaluation Services (NACES) or Association of International Credentials Evaluators (AICE). These credential evaluations are not free, and applicants are responsible for any costs associated with such evaluations.

APPENDIX A: QUALIFICATIONS

The qualifications are maintained in the attached [Qualifications spreadsheet](#).

Course Prefix	Minimum Qualifications Required	Related degrees, Credential, and/or Equivalent Experience	Other
Accounting (ACC)	<ul style="list-style-type: none"> Bachelor's degree in accounting or related subfield, OR Current Certified Public Accountant license, OR Current Certified Management Accountant license 	Accounting, Tax Auditing, Taxation, Business Administration, Bookkeeping, Economics, Finance, Investing/Investments, or related subfield	Must have a CTE Credential to teach.
Advancing Academic Achievement (AAA)	<ul style="list-style-type: none"> Master's degree in related field; OR, Master's degree plus 18 graduate credit hours in related field 	Education, Developmental Education, English as a Second Language, or Adult Education, or related subfield	
Advancing Academic Achievement (AAA) AAA 1001 College 101: The Student Experience	<ul style="list-style-type: none"> Master's degree in related field; OR, Master's degree in any subject and completion of Inclusive by Design or EDU 2221 Effective Teaching; OR, Three years (full-time equivalent) occupational experience in a higher education institution with direct student interaction and completion of Inclusive by Design or EDU 2221 Effective Teaching 	Student Affairs, Higher Education, College Personnel, or related subfield	
Anthropology (ANT)	<ul style="list-style-type: none"> Master's degree in related field; OR, Master's degree plus 18 graduate credit hours in related field 	Anthropology or related subfield	
Architectural Engineering (AEC)	<ul style="list-style-type: none"> Bachelor's degree in related field; OR, Current professional license in Architecture 	Architecture or related subfield	Must have a CTE Credential to teach.
Art (ART) History	<ul style="list-style-type: none"> Master's degree in related field; OR, Master's degree plus 18 graduate credit hours in related field 	Art History or related subfield	
Art (ART) Studio	<ul style="list-style-type: none"> Master's degree in related field; OR, Master's degree plus 18 graduate credit hours in related field; OR, Master's degree in any field plus equivalent experience (see appendix B) 	Fine Art in specific studio art discipline/medium, or related subfield	

Astronomy (AST)	<ul style="list-style-type: none"> • Master's degree in related field; OR, • Master's degree plus 18 graduate credit hours in related field 	Astronomy, Astrophysics, Planetary Sciences, Astrobiology, Physics, Aerospace Engineering, Archeoastronomy, Cosmology, or related subfield	
Automotive Technology (ASE, ELT)	<ul style="list-style-type: none"> • Current ASE 1-8 and G-1 certifications; AND, • Associate's degree in related field OR, • Equivalent experience (See appendix B) 	Automotive Technology or related subfield	Must have a CTE Credential to teach.
Biology (BIO) 1016: Intro to Human Disease	<ul style="list-style-type: none"> • Master's degree in related field; OR, • PhD, MD, DO, PA, DDS; OR, • Master's degree plus 18 graduate credit hours in related field 	Anatomy and Physiology, Integrated Physiology, Neurobiology, Microbiology, Virology, Bacteriology, Immunology, Forensic Science, or similar degree (at discretion of department)	
Biology (BIO) 2101, 2102, 2103, and 2116	<ul style="list-style-type: none"> • Master's degree in related field; OR, • PhD, MD, DO, PA, DDS.; OR, • Master's degree plus 18 graduate credit hours in related field 	Anatomy and/or Physiology, Integrated Physiology, Neuroscience, Pathophysiology, or similar degree (at discretion of department)	
Biology (BIO) BIO 1003, 1005	<ul style="list-style-type: none"> • Master's degree in related field; OR, • PhD, MD, DO, DVM; OR, • Master's degree plus 18 graduate credit hours in related field 	Botany, Bacteriology, Biochemistry, Cellular Biology, Environmental Sciences, Entomology, Evolution, Ecology, Developmental Ecology/Evolution, Genetics, Wildlife Biology, Molecular Biology, Paleobiology, Microbiology, Mycology, Immunology, Forensic Science, Virology, Zoology, or similar degree (at discretion of department)	
Biology (BIO) BIO 1004	<ul style="list-style-type: none"> • Master's degree in related field; OR, • PhD, MD, DO, PA, DDS.; OR, • Master's degree plus 18 graduate credit hours in related field 	Anatomy and/or Physiology, Integrated Physiology, Kinesiology, Exercise Physiology, Neurobiology, Neuroscience, or similar degree (at discretion of department)	
Biology (BIO) BIO 1111	<ul style="list-style-type: none"> • Master's degree in related field; OR, • PhD, MD, DO, OR, • Master's degree plus 18 graduate credit hours in related field 	Biology, Biological Sciences, Biochemistry, Molecular Biology, Bacteriology, Cellular Biology, Microbiology, Molecular Genetics, Genetics, Immunology, Virology, or similar degree (at discretion of department)	
Biology (BIO) BIO 1112	<ul style="list-style-type: none"> • Master's degree in related field; OR, • PhD OR, • Master's degree plus 18 graduate credit hours in related field 	Environmental Sciences, Zoology, Evolution, Ecology, Developmental Ecology/Evolution, Organismal Biology, Wildlife Biology, Entomology, Paleobiology, Mycology, Genetics, Botany, or similar degree (at discretion of department)	

Biology (BIO) BIO 2104	<ul style="list-style-type: none"> • Master's degree in related field; OR, • PhD, MD, DO, OR, • Master's degree plus 18 graduate credit hours in related field 	Biochemistry, Molecular Biology, Cellular Biology, Microbiology, Immunology, Virology, Bacteriology, or similar degree (at discretion of department)	
Biology (BIO)1015: Human Genetics	<ul style="list-style-type: none"> • Master's degree in related field; OR, • PhD, MD, DO, PA, DDS; OR, • Master's degree plus 18 graduate credit hours in related field 	Genetics, Molecular Biology, Molecular Genetics, Cellular Biology, Genomics, Microbiology, Virology, or similar degree (at discretion of department)	
Business (BUS, ENP, FIN, INV, MAN, MAR)	<ul style="list-style-type: none"> • Bachelor's degree in related field; OR, • Bachelor's degree in any field with 18 graduate-level discipline-related credits. 	Business, Business Management, Leadership, Marketing, Organizational Behavior, Organizational Development, Human Resources, Public Policy, Public Administration, Accounting, Finance, Law, or related subfield	Must have a CTE Credential to teach.
Chemistry (CHE)	<ul style="list-style-type: none"> • Master's degree in related field; OR, • Master's degree plus 18 graduate credit hours in related field 	Chemistry, Biochemistry, Chemical Engineering, or related subfield	
Commercial Photography (PHO)	<ul style="list-style-type: none"> • Associate's degree in related field 	Commercial Photography or related subfield	Must have a CTE Credential to teach.
Communication (COM)	<ul style="list-style-type: none"> • Master's degree in related field; OR, • Master's degree plus 18 graduate credit hours in related field 	Communication or related subfield	
Computer Aided Drafting (CAD)	<ul style="list-style-type: none"> • Associate's degree in related field 	Computer Aided Drafting or related subfield	Must have a CTE Credential to teach.
Computer Networking (CNG)	<ul style="list-style-type: none"> • Associate's degree in related field; OR, • Associate's degree in plus 18 credit hours (undergraduate or graduate) in related field; OR, • Bachelor's degree in any field with 18 credit hours of coursework that demonstrates knowledge and utilization of computer-based technology and relevant applications 	Computer Networking or related subfield	Must have a CTE Credential to teach.

Computer Networking (CNG) CNG 2060, 2061, 2062, 2063	<ul style="list-style-type: none"> • In addition to above CNG requirements, must have current CCNA or higher certification and NetAcad Instructor Training Certificate; OR, • 5 years (full-time equivalent) non-teaching occupational hours within the last 7 years in the content area and current industry certification in the content area 		Must have a CTE Credential to teach.
Computer Technology (BTE, CIS, CSC, CWB)	<ul style="list-style-type: none"> • Associate's degree in related field; OR, • Associate's degree in plus 18 credit hours (undergraduate or graduate) in related field; OR, • Bachelor's degree in any field with 18 credit hours of coursework that demonstrates knowledge and utilization of computer-based technology and relevant applications 	Computer Science, Computer Information Systems, or related subfield	Must have a CTE Credential to teach.
Construction Management (AEC)	<ul style="list-style-type: none"> • Bachelor's degree in Construction Management or related subfield and has, or qualifies for, postsecondary CTE credential including 2000 non-teaching occupational hours within the last 7 years OR • Current professional license in Construction AND has, or qualifies for, postsecondary CTE credential including 4000 non-teaching occupational hours within the last 7 years 	Construction Management or related subfield	Must have a CTE Credential to teach.
Cosmetology (COS, EST, NAT)	<ul style="list-style-type: none"> • Associate's degree in related field and Current Colorado Cosmetology License, Current Colorado Cosmetology Instructor License; OR, • Certificates of completion of training programs in Cosmetology, Nail Technician, or Esthetician, and Current Colorado Cosmetology License, Current Colorado Cosmetology Instructor License 	Cosmetology, Salon Management, Nail Technician, Esthetician, or related subfield	Must have a CTE Credential to teach.
Criminal Justice (CRJ)	<ul style="list-style-type: none"> • Bachelor's degree in related field 	Criminal Justice, Criminology, Forensic Anthropology, Forensic Psychology, Juris Doctorate, Political Science, Sociology, Social Science, Public Administration, Public Affairs, or related subfield	Must have a CTE Credential to teach.

Criminal Justice (CRJ) CRJ 1010: Introduction to Criminal Justice	<ul style="list-style-type: none"> • Master's degree in related field; OR, • Master's degree plus 18 graduate credit hours in related field 	Criminal Justice, Criminology, Forensic Anthropology, Forensic Psychology, Juris Doctorate, Political Science, Sociology, Social Science, Public Administration, Public Affairs, or related subfield	
Early Childhood Education (ECE) ECE 1011, 1111, 1125, 2051	<ul style="list-style-type: none"> • Associate of Arts (AA) or Associate of Applied Science (AAS) degree in early childhood education and 4 years <i>verified occupational experience</i>. OR, • Bachelor's degree in early childhood education or a related degree and 2 years <i>verified occupational experience</i>. OR, • Master's degree in early childhood education or a related degree. 	Related Degrees: Child Development, Child Psychology, Early Childhood Education, Early Childhood Special Education, Educational Leadership and Administration, Elementary Education, Family and Human Development, Family Studies, Special Education, Family and Consumer Sciences, Endorsement in Early Childhood Education, CTE Credential Endorsement in Early Childhood Education, Endorsement in Family and Consumer Sciences, Culturally and Linguistically Diverse Education, Curriculum & Instruction.	<p>Must have a CTE Credential in Early Childhood or can obtain one.</p> <p>Verified Occupational Experience: Care and supervision of four (4) or more children less than eight (8) years of age who are not related to the individual. Must be submitted on official letterhead from the program(s).</p>
Early Childhood Education (ECE) ECE 1031, 1045, 2381, 2621, 2101, 2401, 2411, 2631, 2651, 2641, 2661	<ul style="list-style-type: none"> • Bachelor's degree in early childhood education or a related degree and 12 graduate credit hours in early childhood education. 2 years (4000 hours) verified occupational experience. OR, • Master's degree in early childhood education or a related degree. 	Related Degrees: Child Development, Child Psychology, Early Childhood Education, Early Childhood Special Education, Educational Leadership and Administration, Elementary Education, Family and Human Development, Family Studies, Special Education, Family and Consumer Sciences, Endorsement in Early Childhood Education, CTE Credential Endorsement in Early Childhood Education, Endorsement in Family and Consumer Sciences, Culturally and Linguistically Diverse Education, Curriculum & Instruction	<p>Must have a CTE Credential in Early Childhood or can obtain one.</p> <p>Verified Occupational Experience: Care and supervision of four (4) or more children less than eight (8) years of age who are not related to the individual. Must be submitted on official letterhead from the program(s).</p>

Early Childhood Education (ECE) ECE 2601	<ul style="list-style-type: none"> • Master's degree in early childhood education, Early Childhood Special Education, Special Education, or a related degree. 	Related Degrees: Early Childhood Special Education, Special Education, Speech Language Pathology, Occupational or Physical Therapy Culturally and Linguistically Diverse Education.	Must have a CTE Credential in Early Childhood or can obtain one.
Economics (ECO)	<ul style="list-style-type: none"> • Master's degree in related field; OR, • Master's degree plus 18 graduate credit hours in related field 	Economics, Finance or related subfield	
Education (EDU)	<ul style="list-style-type: none"> • Master's degree in related field; OR, • Master's degree plus 18 graduate credit hours in related field 	Education or related subfield	
Emergency Medical Services (EMS)	<ul style="list-style-type: none"> • Associate's degree in related field (or relevant current industry license or certification) and a current state certification or ability to obtain state certification as a Paramedic within 6 months of initial appointment. NOTE: EMS Director must have Master's degree in Education or related field AND have current Paramedic, ACLS instructor, and PALS instructor certifications 	Education, related Healthcare, Paramedics, or related subfield	Must have a CTE Credential to teach.
Emergency Medical Services (EMS) 3000 & 4000 level courses	<ul style="list-style-type: none"> • Master's degree in related field (or relevant current industry license or certification) and a current state certification or ability to obtain state certification as a Paramedic within 6 months of initial appointment 	Education, related Healthcare, Paramedics, or related subfield	Must have a CTE Credential to teach.
Emergency Service Administration (ESA)	<ul style="list-style-type: none"> • Master's degree in related field, OR, • Master's degree in any field and minimum 5 years (full- time equivalent) non-teaching occupational experience in the content area(s) being taught 	Emergency Service Administration (Homeland Security, Criminal Justice, Fire Science, Medical Service, Emergency Management, Law Enforcement, Public Safety, Wildland Safety, or a related subfield.	
Engineering (EGG) EGG 1000, 1010, 1020, 1030, 1040, 1050, 1051, 1065, 2011,	<ul style="list-style-type: none"> • Master's degree in related field; OR, EGG 1040 Master's degree in Engineering or related field • Master's degree plus 18 graduate credit hours in 	Engineering, Physics, Applied Mathematics .Engineering or Creative Technology & Design: Creative Industries	

2012, 2020, 2030, 2041, 2075	related field	
Engineering (EGG) EGG 1060	<ul style="list-style-type: none"> Master's degree in related field; OR, Master's degree plus 18 graduate credit hours in related field 	Computer Science, Engineering, Physics, Applied Mathematics
Engineering Graphics Technology (EGT) EGT 1110	<ul style="list-style-type: none"> Master's degree in related field; OR, Master's degree plus 18 graduate credit hours in related field 	Engineering, Physics, Applied Mathematics
English (ENG)	<ul style="list-style-type: none"> Master's degree in related field; OR, Master's degree plus 18 graduate credit hours in related field 	English, Writing, Rhetoric and Composition, Fine Arts (Writing), Linguistics or related subfield
English (ENG) ENG 0092	<ul style="list-style-type: none"> Master's degree in related field; OR, Master's degree plus 18 graduate credit hours in related field 	English, Writing, Rhetoric and Composition, Education, Developmental Education, English as a Second Language Education, Adult Education or related subfield
Environmental Science (ENV) ENV 1010	<ul style="list-style-type: none"> Master's degree in Environmental Science or related field; OR, Master's degree plus 18 graduate credit hours in related field 	Environmental Geology or Physical Geography
Environmental Science (ENV) ENV 1111	<ul style="list-style-type: none"> Master's degree in Environmental Science, Geography or Geology, or related field; OR, • Master's degree plus 18 graduate credit hours in related field 	Biogeography, Ecology, Environmental Geology, or Physical Geography
Geography (GEO) GEO 1005, 1006	<ul style="list-style-type: none"> Master's degree in Geography or related field; OR, Master's degree plus 18 graduate credit hours in related field 	Urban geography, political geography, human geography, cultural geography, regional geography, physical geography or related subfield
Geography (GEO) GEO 1011, 1012	<ul style="list-style-type: none"> Master's degree in Geography or related field; OR, Master's degree plus 18 graduate credit hours in related field 	Geomorphology, physical geography, biogeography, or climatology
Geology (GEY) GEY 1111, 1112	<ul style="list-style-type: none"> Master's degree in Geology or related field; OR, Master's degree plus 18 graduate credit hours in related field 	Geology, geological engineering, geochemistry, petrology, paleontology, physical geography or related subfield

Health and Wellness Education (HWE) 1004, 1017, 1018, 1019, 1061, 1068, 2060, 2064	<ul style="list-style-type: none"> • Master's degree in related field; OR, • Master's degree in any field plus 18 graduate credit hours in related field 	Kinesiology, Exercise Science, Exercise Physiology, Strength and Conditioning, Athletic Training, Personal Training, Sports Medicine, Biomechanics	
Health and Wellness Education (HWE) 1062	<ul style="list-style-type: none"> • Master's degree in related field; OR, • Master's degree in any field plus 18 graduate credit hours in related field 	Kinesiology, Exercise Science, Exercise Physiology, Health and Wellness Education, Public Health, Public Health Education	Must have a CTE Credential to teach.
Health and Wellness Education (HWE) 1065, 2062, 2063	<ul style="list-style-type: none"> • Master's degree in related field; OR, • Master's degree in any field plus 18 graduate credit hours in related field 	Kinesiology, Exercise Science, Exercise Physiology, Sports Medicine, Biomechanics	
Health and Wellness Education (HWE) 2061	<ul style="list-style-type: none"> • Master's degree in related field; OR, • Master's degree in any field plus 18 graduate credit hours in related field 	Sports Psychology, Performance Psychology, Exercise Neuroscience	
Health and Wellness Education (HWE) 1050	<ul style="list-style-type: none"> • Master's degree in related field; OR, • Master's degree in related field; OR • Master's degree plus 18 graduate credit hours in related field 	Human Nutrition, Food Science, Clinical Nutrition	Must have a CTE Credential to teach.
Health Information Technology (HIT)	<ul style="list-style-type: none"> • Bachelor's degree in related field <p>NOTE: Program Chair requires bachelor's degree for accreditation. All faculty/instructors must have a credential in their assigned teaching area i.e. Coding Faculty must hold an AHIMA/AAPC credential in coding.</p>	Health Information Technology, Health Information Management	Must have a CTE Credential to teach.
Health Professions (HPR)	<ul style="list-style-type: none"> • Associate's degree in related field 	Psychology, Counseling, Sociology, Social Work, Divinity, Healthcare discipline with direct patient-care emphasis, Emergency Medical Services, Health Information Technology, Medical Lab Technician, Medical Office Technology/Medical Assisting, Mortuary Science, Nursing, Nurse Aide, Physical Therapist Assistant, Kinesiology, Exercise Science, Nutrition, Nursing or Nurse Aide, Nursing, Nurse Aide, Physical Therapist Assistant, or related subfield	Must have a CTE Credential to teach.

Health Professions (HPR) Additional qualifications for HPR 1008 Law & Ethics for Health Professionals	<ul style="list-style-type: none"> Meets the qualification requirements for Emergency Medical Services, Health Information Technology, Medical Lab Technician, Medical Office Technology/Medical Assisting, Nursing, Nurse Aide, or Physical Therapist Assistant; OR, Bachelor's degree in related field 	Healthcare field	Must have a CTE Credential to teach.
Health Professions (HPR) Additional qualifications for HPR 1010 Dietary Nutrition	<ul style="list-style-type: none"> Meets the qualification requirements for Nursing or Nurse Aide; OR, Bachelor's degree in related field 	Nutrition or related subfield	Must have a CTE Credential to teach.
Health Professions (HPR) Additional qualifications for HPR 1011 CPR for Professionals	<ul style="list-style-type: none"> American Heart Association Instructor certification 		Must have a CTE Credential to teach.
Health Professions (HPR) Additional qualifications for HPR 1017 Anatomical Kinesiology	<ul style="list-style-type: none"> Meets the qualification requirements for Physical Therapist Assistant; OR, Bachelor's degree in related field 	Kinesiology, Exercise Science or related subfield	Must have a CTE Credential to teach.
Health Professions (HPR) Additional qualifications for HPR 1020 Phlebotomy, HPR 1080 Internship	<ul style="list-style-type: none"> Associate's degree in related field, and Current RN, MLT (with Phlebotomy), or Phlebotomy certification; OR, Five years (full-time equivalent) non-teaching occupational experience in Phlebotomy, 2 of those years must be within the last 5 years, and Current RN, MLT (with Phlebotomy), or Phlebotomy certification 	Phlebotomy, Healthcare Discipline or related subfield	Must have a CTE Credential to teach.
Health Professions (HPR) Additional qualifications for HPR 1038, 1145, 1178, 1040 Medical Terminology	<ul style="list-style-type: none"> Meets the qualification requirements for Emergency Medical Services, Health Information Technology, Medical Lab Technician, Medical Office Technology/Medical Assisting, Mortuary Science, Nursing, Nurse Aide, Certified Ophthalmic, or Physical Therapist Assistant; OR, Bachelor's degree in related field 	Healthcare field	Must have a CTE Credential to teach.
Health Professions (HPR) Additional qualifications for HPR 1050 Basic EKG	<ul style="list-style-type: none"> Meets the qualification requirements for Emergency Medical Services; OR, Meets the qualification requirements for Nursing with a cardiac background 		Must have a CTE Credential to teach.

Health Professions (HPR) Additional qualifications for HPR 1058 Role of Death and Bereavement in Society	<ul style="list-style-type: none"> Associate's degree from an American Board of Funeral Service Education (ABFSE) accredited mortuary science program and a bachelor's degree in any field and have passed BOTH the Arts and Sciences Sections of the National Board Exam 		
History (HIS)	<ul style="list-style-type: none"> Master's degree in related field; OR, Master's degree plus 18 graduate credit hours in related field 	History or related subfield	
Humanities (HUM)	<ul style="list-style-type: none"> Master's degree in related field; OR, Master's degree plus 18 graduate credit hours in related field 	Humanities, English/Literature, Art History, Film Studies, Theater, or related subfield.	
Interior Design (IND)	<ul style="list-style-type: none"> Associate's degree in related field, OR, Associate's degree in related field AND one of the following certifications: <ul style="list-style-type: none"> - NCIDQ - CKBD - AIA 	Interior Design, NCIDQ, CKBD, AIA, or related subfield	Must have a CTE Credential to teach.
Journalism (JOU)	<ul style="list-style-type: none"> Master's degree in related field; OR, Master's degree plus 18 graduate credit hours in related field 	Communications (i.e., Mass Media, Mass Communication, etc.), Journalism (Journalism Education, Public relations, Photojournalism), English (Literature, Rhetoric and Composition, Technical Communication, Writing, Linguistics), Master of Fine Arts (writing, photography, or video, or digital media emphasis) or related subfield	
Journalism (JOU)	<ul style="list-style-type: none"> Master's degree in related field 	Communications (i.e., Mass Media, Mass Communication, etc.), Journalism (Journalism Education, Public relations, Photojournalism), English (Literature, Rhetoric and Composition, Technical Communication, Writing, Linguistics), Master of Fine Arts (writing, photography, or video, or digital media emphasis) or related subfield	
Journalism (JOU) JOU 2025: New Media	<ul style="list-style-type: none"> Bachelor's degree in related field 	Communications (i.e., Mass Media, Mass Communication, etc.), Journalism (Journalism Education, Public relations, Photojournalism), English (Literature, Rhetoric and Composition, Technical Communication, Writing, Linguistics), Master of Fine Arts (writing, photography, or video, or digital media emphasis) or related subfield	Must have a CTE Credential to teach.

Law Enforcement (LEA)

Academic Instructors:

- Degree in a field related to the content area being taught, or POST certification and specialized training in the content area being taught, **AND**
- Minimum 5 years (full-time equivalent) demonstrated non-teaching occupational experience in the content area(s) being taught, **AND**

Skills Instructors:

- Training and certification qualifications established by POST (Rule 23) as either assistant or full skills instructor

Law Enforcement

Must have a CTE Credential to teach.

Literature (LIT)

- Master's degree in related field; **OR,**
- Master's degree plus 18 graduate credit hours in related field

English with a Literature concentration or related subfield

Mathematics (MAT)
0200, 0240, 0250, 0260,
0300, 0340, 1120, 1140

- Master's degree in Mathematics, **OR,** applied Mathematics, **OR**
- Master's degree plus 18 graduate credit hours in Mathematics, **OR**
- Master's degree and completion of Actuarial Exams 1 and 2, **OR,**
- Master's degree and successful completion of AP Statistics Training and at least 4 years' experience teaching AP Statistics, **OR,**
- Master's degree and successful completion of AP Calculus Training and at least 4 years' experience teaching AP Calculus, **OR,**
- Master's degree and successful completion of IB Standard Level Training with certificate in the last 5 years and at least 4 years of teaching the IB Standard Level course, **OR,**
- Master's degree and successful completion IB Math at Higher Level Training with certificate in the last 5 years and at least 4 years of teaching the IB Math at Higher Level course, **OR,**
- Bachelor's degree in Mathematics, Engineering, Physics, Chemistry, Math Education, Math Curriculum and Statistics and 18 graduate credits in Education,

Curriculum Development or related discipline, **OR,**

- Bachelor's degree in Mathematics, Engineering, Physics, Chemistry, Math Education, math Curriculum and Statistics

Mathematics (MAT)
1150, 1160

- Master's degree in Mathematics or applied Mathematics, **OR,**
- Master's degree and 18 graduate credit hours in Mathematics, **OR,**
- Master's degree and successful completion of AP Calculus Training and at least 4 years' experience teaching AP Calculus, **OR,**
- Master's degree and successful completion of IB Standard Level Training with certificate in the last 5 years and at least 4 years of teaching the IB Standard Level course, **OR,**
- Master's degree and successful completion IB Math at Higher Level Training with certificate in the last 5 years and at least 4 years of teaching the IB Math at Higher Level course, **OR,**
- Bachelor's degree in Mathematics, Engineering, Physics, Chemistry, Math Education, Math Curriculum and Statistics and 18 graduate credits in Education, Curriculum Development or related discipline, **OR,**
- Bachelor's degree in Mathematics, Engineering, Physics, Chemistry, Math Education, Math Curriculum and Statistics

Mathematics (MAT)
1220, 1230

- Master's degree in Mathematics, or applied Mathematics **OR,**
- Master's degree and 18 graduate credit hours in Mathematics, **OR,**
- Bachelor's degree in Mathematics, Engineering, Physics, Chemistry, Math Education, Math Curriculum and Statistics and 18 graduate credits in Education, Curriculum Development or related discipline, **OR,**

- Bachelor's degree in Mathematics, Engineering, Physics, Chemistry, Math Education, Math Curriculum and Statistics

Mathematics (MAT)
1240, 1260

- Master's degree in Mathematics, or applied Mathematics, **OR**,
- Master's degree plus 18 graduate credit hours in Mathematics, **OR**
- Master's degree and completion of Actuarial Exams 1 and 2, **OR**,
- Master's degree and successful completion of AP Statistics Training and at least 4 years' experience teaching AP Statistics

Mathematics (MAT)
1320,1340,1400,1420,1440,
2075, 2410

- Master's degree in Mathematics, or applied Mathematics, **OR**,
- Master's degree plus 18 graduate credit hours in Mathematics, **OR**,
- Master's degree and successful completion of AP Calculus Training and at least 4 years' experience teaching AP Calculus, **OR**,
- Master's degree and successful completion of IB Standard Level Training with certificate in the last 5 years and at least 4 years of teaching the IB Standard Level course
- Master's degree in Mathematics and successful completion of IB Math Higher Level Training with certificate in the last 5 years and at least 4 years of teaching the IB Math at Higher Level Course

Mathematics (MAT)
2420

- Master's degree in Mathematics, applied Mathematics, **OR**,
- Master's degree plus 18 graduate credit hours in

	Mathematics, OR
	<ul style="list-style-type: none"> Master's degree and successful completion IB Math at Higher Level Training with certificate in the last 5 years and at least 4 years of teaching the IB Math at Higher Level course
Mathematics (MAT) 2430,2431,2520,2540, 2560,2561,2562	<ul style="list-style-type: none"> Master's degree in Mathematics, or applied Mathematics, OR, Master's degree plus 18 graduate credit hours in Mathematics

Medical Assisting Program / Medical Office Technology (MAP/MOT)	<ul style="list-style-type: none"> Associate's degree in related field and Current industry- recognized credential/certification such as CMA, RMA, NCMA, or CCMA; OR, Five years (full-time equivalent) non-teaching occupational experience in Medical Assisting, 2 of those years must be in clinical general practice and 2 of those years must be within the last 5 years and Current industry- recognized credential/certification such as CMA, RMA, NCMA, CCMA, or LPN 	Medical Assisting or Science (with content area-specific coursework), CMA, RMA, NCMA, CCMA, or LPN	Must have a CTE Credential to teach.
Medical Lab Technology (MLT)	<ul style="list-style-type: none"> Bachelor's degree in any field, AND Current MT or MLS certification (ASCP) <p>NOTE: MLT Program Chair must have all of the above AND Master's degree</p>	Medical Lab Technology or related subfield	Must have a CTE Credential to teach.
Medical Laboratory Science (MLS)	<ul style="list-style-type: none"> Master's degree in any field, AND Current MLS certification (ASCP) OR Specialist degree certification (ASCP) (Blood Bank, Chemistry, Microbiology or Hematology) AND Current MLS certification 		Medical Lab Scientist Occupational Experience (2 years)

Meteorology (MET)	<ul style="list-style-type: none"> Master's degree in Meteorology or related field; OR, Master's degree plus 18 graduate credit hours in related field 	Meteorology, atmospheric science, climatology or physical geography, or related subfield	
Mortuary Science (MOR)	<ul style="list-style-type: none"> Bachelor's degree in related field; OR, Bachelor's degree in any field AND have passed BOTH the Arts and Sciences Sections of the National Board Exam <p>NOTE: Full-time faculty & program chair must have a master's degree from any field and an active/current funeral director and embalmer license from any state</p>	Mortuary Science or related subfield, from American Board of Funeral Service Education (ABFSE) accredited mortuary science program	Must have a CTE Credential to teach.
Multimedia Graphic Design (MGD)	<ul style="list-style-type: none"> Associate's degree in related field 	Multimedia Graphic Design or related subfield	Must have a CTE Credential to teach.
Music - Audio Technology (MUS)	<ul style="list-style-type: none"> Bachelor's degree in related field 	Music, Audio Technology, Recording or related subfield	Must have a CTE Credential to teach.
Music - General Education (MUS)	<ul style="list-style-type: none"> Master's degree in related field; OR, Master's degree plus 18 graduate credit hours in related field 	Music - General Education or related subfield	
Music - Private Group Lessons and Ensembles (MUS)	<ul style="list-style-type: none"> Associate's degree in related field, OR, Degree in any field AND minimum 10,000 hours professional music experience (Professional music experience includes, but is not limited to: stage performance, recording, sound checks, rehearsals, individual rehearsal preparation, composition, arranging, music production, instrument maintenance/repair, and music-related business activities) 	Music – Private Group Lessons and Ensembles or related subfield	Must have a CTE Credential to teach.

Nurse Aide (NUA)	<ul style="list-style-type: none"> Associate or Bachelor's degree in nursing; AND, Current RN or LPN License (must have held license for at least one year). <p>Additional Colorado Board of Nursing requirements:</p> <ul style="list-style-type: none"> One year experience caring for chronically ill and/or caring for elderly, AND has one of the following: <ol style="list-style-type: none"> completed a course in teaching adults, documented experience in teaching adults one year experience managing nurse aides <p>NOTE: NUA program coordinator (State Board of Nursing title) must have RN license plus the rest of the above AND 1 year experience at a long-term care facility (this is in addition to the 1-year experience listed above)</p>	Nurse Aide	Must have a CTE Credential to teach.
Nursing (NUR)	<ul style="list-style-type: none"> Faculty: Masters in related field, and current unencumbered RN license Part-time Clinical Instructors: Bachelor of Science in related field, and current unencumbered RN license 	Nursing	Must have a CTE Credential to teach.
Ophthalmic Technician (OPT)	<ul style="list-style-type: none"> Associate's degree in related field and Certified Ophthalmic Technician, Ophthalmologist or Optometrist (OD) in good standing 	Ophthalmic Technician or related subfield	Must have a CTE Credential to teach.
Paralegal (PAR)	<ul style="list-style-type: none"> Bachelor's degree in related field and demonstrated knowledge of the utilization of paralegals to include experience working with or as a paralegal; OR, Bachelor's degree in any field, and Paralegal certificate with a minimum of 18 credit hours in Paralegal coursework, and demonstrated knowledge of the utilization of paralegals to include experience working with or as a paralegal <p>NOTE: Paralegal Program Chair must have Juris Doctor degree</p>	Paralegal or related subfield	Must have a CTE Credential to teach.
Philosophy (PHI)	<ul style="list-style-type: none"> Master's degree in related field; OR, Master's degree plus 18 graduate credit hours in related field 	Philosophy, Religious Studies, Classics, or related subfield	

Philosophy (PHI) PHI 1013, 2013	<ul style="list-style-type: none"> • Same as Philosophy (PHI) with at least one graduate level course in logic 	Philosophy, Religious Studies, Classics, mathematics, computer science, or related subfield	
Physical Education (PED)	<ul style="list-style-type: none"> • Bachelor's degree in related field, and one-year (full-time equivalent) occupational experience in the content area, and current certification in the content area from a nationally recognized agency; OR, • Bachelor's degree in any field, and three years (full-time equivalent) occupational experience in the content area, and current certification in the content area from a nationally recognized agency; OR, • Associate's degree in any field, and five years (full-time equivalent) occupational experience in the content area, and current certification in the content area from a nationally recognized agency 	Physical Education, Exercise Science, or related subfield	
Physical Therapist Assistant (PTA)	<ul style="list-style-type: none"> • Associate's degree in related field and a Bachelor's degree in any field, and current PT license or PTA certification in the State of Colorado 	Physical Therapist or related subfield	Must have a CTE Credential to teach.
Physics (PHY)	<ul style="list-style-type: none"> • Master's degree in related field; OR, • Master's degree plus 18 graduate credit hours in related field 	Physics, Engineering, or Astrophysics or related field	
Political Science (PSC)	<ul style="list-style-type: none"> • Master's degree in related field; OR, • Master's degree plus 18 graduate credit hours in related field 	Political Science or related subfield	
Psychology (PSY)	<ul style="list-style-type: none"> • Master's degree in related field; OR, • Master's degree plus 18 graduate credit hours in related field 	Psychology or related subfield	
Public Health (PBH)	<ul style="list-style-type: none"> • Master's degree in related field; OR, • Master's degree plus 18 graduate credit hours in related field 	Public Health, Epidemiology, Biostatistics, or related subfield	
Robotics and Automation Technology (EIC, ELT, IMA, MTE, PRO)	<ul style="list-style-type: none"> • Associate's degree in related field 	Electronics Technology, Electrical Engineering, Electrical Engineering Technology, Mechanical Engineering, Mechanical Engineering Technology, Industrial Engineering, Industrial Engineering Technology, Industrial Arts	Must have a CTE Credential to teach.

Science (SCI)	<ul style="list-style-type: none"> • Master's degree in related field; OR, • Master's degree plus 18 graduate credit hours in related field 	Physical science, life science, science education, or related subfield
Sociology (SOC)	<ul style="list-style-type: none"> • Master's degree in related field; OR, • Master's degree plus 18 graduate credit hours in related field 	Sociology or related subfield
Theater (THE)	<ul style="list-style-type: none"> • Master's degree in related field; OR, • Master's degree plus 18 graduate credit hours in related field 	Theatre, English Literature, or related subfield
World Languages (ARA, ASL, FRE, GER, JPN, SPA, RUS)	<ul style="list-style-type: none"> • Master's degree in related field; OR, • Master's degree plus 18 graduate credit hours in related field AND Demonstrated native or near-native language proficiency in the target language* 	<p>Related Fields: Target language, Linguistics (content-area specific), or Education (content-area specific)</p> <p>*Language proficiency demonstrated through interview with department Chair and expert language instructor, or via language proficiency exam from Language Testing International</p>

APPENDIX B: EQUIVALENT EXPERIENCE

Note: If a portfolio is being included as part of equivalent experience, a Subject Matter Expert (SME) should be consulted to review the accomplishments and ensure the criteria that were established meet experience requirements. The SME should indicate approval of the equivalent experience qualifications.

Art – Studio (ART)

- Master’s degree in any field plus experience in the specific studio art discipline/medium that meets all of the following exhibition and portfolio criteria:
 - Exhibition record includes a minimum of 3 shows per year for each of the past 5 consecutive years.
 - Exhibition record consists of juried, professionally vetted, or peer-reviewed shows in galleries, museums, or centers for the arts.
 - Exhibition works are in the specific studio art discipline/medium.
 - Portfolio displays an advanced, professional level of technical proficiency in the specific studio art discipline/medium.
 - Portfolio is comprised of conceptually and visually related art works created during the past 5 consecutive years in the specific studio art discipline/medium.
 - Artist statement accompanying the portfolio contextualizes his/her current works within a conceptual framework that demonstrates understanding of contemporary practices in the specific studio art discipline/medium.

Automotive Technology (ASE)

- Equivalent experience may be used in place of the associate degree in Automotive Technology through one of the following options:
 - Option 1: Holds the highest level of technician certification given by one or more manufacturers (e.g., [GM World Class Technician](#), [Honda Master Technician](#), [Audi Expert-Level Technician](#), Chrysler Master Technician)
 - Option 2: The applicant must complete and pass a series of practical assessments. These competencies are chosen directly from the ASE Education Foundation task lists that all accredited colleges must follow to retain their level of certification. Applicants will need to score 80% or higher for each test they take to qualify to teach within that skill area. ASE is divided into eight areas. A1 Engine Repair, A2 Automatic Transmission/Transaxle, A3 Manual Transmission and Driveline, A4 Steering and Suspension, A5 Brakes, A6 Electrical, A7 Heating, Ventilation and Air Conditioning, and A8 Engine Performance.

