



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 resource’s 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 Table:

Instructor’s Degree*	Discipline	College/University Awarded	Year Awarded

Related Work Experience Table:

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).

Signature of Official Representative: _____ Date: _____

Printed Name of Official Representative: _____ Title: _____

<p>For Official Use Only – To be completed by appropriate GNTC Dean</p> <p>Faculty Credentials meet the faculty credentialing criteria for the course(s) for which credit is being requested. Please check Approved or Not Approved once credential has been verified.</p> <p><input type="checkbox"/> Approved <input type="checkbox"/> Not Approved</p>	
Signature: _____	Date Received: _____
Faculty Roster Completed: _____	Date Completed: _____