



Professional and Educational Requirements for Workforce Development Instructors

1. PURPOSE

The policy establishes professional and educational requirements for instructors who are responsible for teaching workforce development courses offered by Northern Pennsylvania Regional College (“NPRC” or the “College”).

2. SCOPE AND APPLICABILITY

This policy is applicable to individuals who hold responsibility for instructing workforce development courses offered by the College.

3. REFERENCES

- 3.1 CLDR-1110: Policy Review Schedule
- 3.2 INDX-1110: Master Policy Index

4. DEFINITIONS

- 4.1 A Workforce Development Instructor is any individual who teaches a non-credit class or provides a non-credit training experience sanctioned by the College.

5. POLICY

5.1 Workforce development instructors will meet one of the following standards:

- 5.1.1 Have a bachelor’s degree or higher in the field or program area in which they instruct;
- 5.1.2 Have an associate degree or higher in the field in which they teach and two or more years of professional experience with documented competence in the field or program area in which they instruct; or
- 5.1.3 Have industry-related certifications and four or more years of documented professional experience correlating to the entirety of the instructional content of the course.

- 5.2 All workforce development instructors will provide the College with all required employment, educational, and professional credentials to be maintained by the College in the employee's personnel file. Such documentation shall include the following:
- 5.2.1 A completed application for employment;
 - 5.2.2 A resume or curriculum vitae updated within one year of the start date of an assigned course of instruction;
 - 5.2.3 All official transcripts, as applicable;
 - 5.2.4 Copies or electronic representations of any professional licenses or industry recognized certificates held; and
 - 5.2.5 Credential review and certification documentation from the Director of Workforce Development or designee.
- 5.3 Instructors who may teach courses required as part of a workforce development program or course that maintains national accreditation or state licensure must have at least the minimum credentials required by the accrediting or licensing body and meet all other criteria outlined in the policy statement.
- 5.4 Exceptions to the professional and educational requirements for instructors outlined in this policy are permitted only through the express written authorization of the Vice President of Workforce Development. A written authorization of exception must fully document the circumstances necessitating the exception and must include a detailed plan for meeting the professional and educational requirement for instructors.
- 5.5 In addition to the criteria outlined in this policy statement, instructors are responsible for complying with all human resource policies and all conditions and actions required for employment by the College, including, but not limited to, background checks and clearances.

6. RESPONSIBILITIES AND TIMELINES

- 6.1 Instructors must submit all requested documentation required to demonstrate adherence to the professional and educational requirements prior to the first day of instruction of a course. Potential instructors may be required to submit unofficial documents for review by appropriate personnel prior to completing the hiring process.
- 6.2 The Director of Workforce Development is responsible for reviewing and certifying the credentials of faculty and other professionals who provide instruction for all workforce development courses in compliance with the following timeline and criteria:

- 6.2.1 Completion of credential review and certification is required prior to the first instructional day of the course start date for a newly assigned course of instruction.
- 6.2.1.1 The initial review of credentials may include the assessment of unofficial transcripts or other unofficial documents before the completion of the hiring process.
- 6.2.1.2 Official transcripts and other documents confirming the information provided for the initial review must be present in the employee's personnel file within 15 days of the first day of instruction.
- 6.2.2 Re-examination of credential review and certification is required whenever a change in accreditation or regulatory standards necessitates such a review.
- 6.3 The Vice President of Workforce Development is responsible for the administration of this policy.

7. REVIEW STATEMENT

Review of this policy will occur in alignment with CLDR-1110: Policy Review Schedule. This policy shall be reviewed on a regular basis in accordance with the College's policy regarding policy review and amendment.

8. SIGNATURES

Signature on File

_____	_____
Chairperson, Board of Trustees	Date

Signature on File

_____	_____
President	Date

Revision Notes: Policy Approved