



## **City Colleges of Chicago Credential Guidelines for the 2022/23 Academic Year**

### **Faculty Credential Policy**

Section 10.25 of Academic Policy states that The District Office of Academic & Student Affairs maintains the current list of approved credential guidelines necessary for the teaching of all academic disciplines, including foundational studies, credit & skills courses, and Interdisciplinary Studies.

Generally, a Masters + 18 graduate credit hours in a related discipline allows an individual to teach within a specific academic area. Eligibility to teach is determined by transcripts, catalog course descriptions, and/or documentation from the granting institution that clarifies the content in the major is appropriate for the teaching assignment.

### **Tested Experience Policy**

In instances where an instructor's academic preparation varies from the traditional credentials criteria but the instructor possesses relevant qualifications or experience to the teaching assignment based on industry or specialized accreditation standards and contributes to effective teaching and student learning outcomes, a request for an exception may be approved by the Vice President via the Tested Experience form. The Tested Experience form can be found on the Faculty Forms page of the CCC website. Qualifications to be considered may include, but are not limited to: on the job training in the industry or field, certification and licensure by a recognized certifying or licensing state, industry, or national agency, professional experience in the industry, peer-reviewed presentations/publications, or related dissertation topic.

This document serves as a resource for administration and faculty during the faculty selection process, it is not intended to be construed as a contract for employment and may be withdrawn or updated at any time, without notice.

Key: PD = Program Director AC = Academic Coordinator CC = Clinical Coordinator MD = Medical Doctor

Discipline	Minimum Requirements
<b>ADDICTIONS STUDIES</b>	M.S. in Clinical Psychology or Psychology – OR – Master’s degree in Social Work  CADC and I.A.O.D.A.P.C.A. certification required
<b>AFRICANA STUDIES</b>	Master’s in African American Studies or related discipline
<b>ANTHROPOLOGY</b>	Master’s in Anthropology
<b>ARCHITECTURE</b>	Master in Architecture and portfolio review – OR – 5-year Bachelor’s in Architecture in a professional program + 2 years’ work experience in a licensed architecture firm and portfolio review – OR – B.S. in Architecture or B.A. in Architecture or B. in Environmental Design or B.F.A. in Interior Design + 4 years’ work experience in a licensed architecture firm and portfolio review  Portfolio reviews will be conducted in the discipline
<b>ART – ART APPRECIATION</b>	M.F.A. in any of the studio arts (e.g., painting, photography, sculpture) – OR – M.A. in Art History
<b>ART – DIGITAL MULTIMEDIA</b>	M.F.A in any of the visual arts with an emphasis in computer graphics, sound, digital imaging, video, interactive media, or web design & development
<b>ART - STUDIO COURSES</b>	M.F.A. in appropriate studio art discipline or related discipline and experience
<b>ASTRONOMY</b>	Master’s degree in a physical science (Astronomy, Physics, Chemistry)
<b>AUTOMOTIVE TECHNOLOGY</b>	A.A.S. in Auto Technology as the base degree and 3-4 years of work experience in the field, plus all appropriate certification; candidates with current equivalent industry experience, appropriate certifications and a strong classroom effectiveness assessment may also be considered by College Administration and the Department Chair

<b>BIOLOGY</b>	Any master’s degree or higher in the life sciences field; Life sciences fields include but are not limited to: Animal Science, Anatomy & Physiology, Biology, Bioengineering, Botany, Cell Biology, Ecology, Environmental Biology, Field Biology, Genetics, Human Biology, Ichthyology, Microbiology, Molecular Biology, MD, Mycology, Nutrition, Ornithology, & Zoology
<b>BUILDING ENERGY TECHNOLOGY</b>	Bachelor’s degree in the field – OR – A.A.S. and five years or more related work experience, and national or industry recognized certification in the field recommended
<b>BUSINESS</b>	M.B.A. – OR – M.A. in Management or business-related discipline plus related work experience
<b>BUSINESS - ACCOUNTING</b>	Current CPA to teach all accounting courses; M.S. in Accounting or M.B.A. with 18 graduate credits in accounting is acceptable for 180, 181, 182, 183
<b>BUSINESS - BUSINESS INSURANCE</b>	Master’s and appropriate insurance certification ( <i>See Appendix 1 for a list of insurance certifications</i> )
<b>BUSINESS - BUSINESS LAW 211 AND 212</b>	J. D. – OR – MBA with 18 graduate credit hours in Law
<b>CHEMISTRY</b>	M.S. in Chemistry or Chemical Engineering – OR – Master’s degree and 18 graduate semester hours in chemistry
<b>CHILD DEVELOPMENT</b>	A graduate degree in Child Development, Early Childhood Education, Elementary Education and Teaching, Education, or a degree in a related field
<b>C.I.S-TRANSFER COURSES</b>	M.S. in IT related discipline [or an MBA or M.I.S. (Management of Information Systems) to teach only CIS 101, 122, 123, 299 (as appropriate to specialized content as determined by Academic Affairs)  B.S. or B.A. in related technology field with related work/teaching experience to teach CIS 120

<b>C.I.S.- CAREER/VOC/INDUSTRY</b>	B.A. /B.S. in IT related discipline or related work experience plus industry-related certifications
<b>CLINICAL LAB TECHNICIAN</b>	B.A. /B.S. in Medical Laboratory Technology and current National Board certification
<b>COLLISION</b>	AAS as the base degree and 3-4 years of work experience in the field, plus all appropriate certification; candidates with current equivalent industry experience, appropriate certifications and a strong classroom effectiveness assessment may also be considered by College Administration and the Department Chair
<b>COMMUNITY HEALTHCARE WORKER</b>	Bachelor's degree in Public Health, Social Work, or related field course work in the following outreach methods, culturally based communication skills and community intervention
<b>COMPUTER SECURITY &amp; FORENSIC</b>	Master's degree in Computer Science, work experience in the area of Computer Security Forensics Investigation and Networking Certification programs (Cisco, CCNA and CCNP); certifications in these areas of Cisco, CCNA and/or CCNP, strongly preferred
<b>CNC MACHINING</b>	Bachelor's degree in Industrial Technology, Manufacturing Technology, Engineering or a related technical field and knowledge of CNC machining and the application of CAD/CAM and at least two credentials from the National Institute of Metalworking Skills (NIMS) <b>– OR –</b> 8 years of experience in manufacturing, including experience in precision machining or metal fabricating, tooling or product design, or process improvement, and knowledge of the application of CAD/CAM and at least two credentials from the National Institute of Metalworking Skills (NIMS)
<b>CONSTRUCTION TECHNOLOGY</b>	An industry recognized certification in construction related field, a journeymen card and a minimum of seven years of work-related experience; an Associate Degree preferred
<b>COSMETOLOGY</b>	Current State Licensure required; hired as Teaching Specialists; preferred: five years of shop experience and three years of teaching experience
<b>CRIMINAL JUSTICE</b>	Master's in Criminal Justice, Criminology <b>– OR –</b> J.D

<p><b>CULINARY ARTS - BAKING AND PASTRY &amp; CULINARY</b></p>	<p>A.A.S. and national or industry recognized certification in the field and some experience; instructors credentialed to teach in this subject area are also eligible to teach HMGT724 and HMGT860</p>																				
<p><b>CYBERSECURITY</b></p>	<p>Master’s degree in IT/CS/IS, with concentration in Cybersecurity or related area of specialization or equivalent; Industry recognized certifications* or related work experience can substitute for the degree concentration requirement; related area of specialization includes but is not limited to Information Security, Information Systems Management, Network Security, Information Assurance, Digital Forensics, Incident Response                  *Not limited to this list, industry recognized certification(s) relate to courses as follows:</p> <table border="1" data-bbox="856 548 1986 1097"> <tr> <td>COMPSFI 101</td> <td>Network+, CCNA, CCNA c7, CCNA Security, CCNP, CCIE, CISSP, OSCP, CASP, GSEC, or equivalent</td> </tr> <tr> <td>COMPSFI 102</td> <td>Security+, CCNA v7, CCNA Security, CISSP, OSCP, CASP, GSEC, or equivalent</td> </tr> <tr> <td>COMPSFI 202</td> <td>Security+, CCNA v7, CCNA Security, GFCE, CCE, GCFE, GCFA, GCIH, CIH, CHFI, EnCE, ACE, CIHE, CISSP, OSCP, CASP, GSEC, or equivalent</td> </tr> <tr> <td>COMPSFI 205</td> <td>GFCE, CCE, GCFE, GCFA, GNFA, CHFI, EnCE, ACE, or equivalent</td> </tr> <tr> <td>COMPSFI 212</td> <td>Strong programming background and one certification (Network+, Security+, CYSA+, CCNA, CCNA c7, CCNA Security, CCNP, CCIE, CEH, PenTest+, CISSP, OSCP, CASP, GSEC, or equivalent) is preferred.</td> </tr> <tr> <td>COMPSFI 213</td> <td>CEH, PenTest+, OSCP, CISSP, CASP, GSEC, or equivalent</td> </tr> <tr> <td>COMPSFI 214</td> <td>CySA+, CISSP, OSCP, CASP, GSEC, or equivalent</td> </tr> <tr> <td>COMPSFI 215</td> <td>CISSP, or equivalent</td> </tr> <tr> <td>COMPSFI 216</td> <td>CISSP, CASP, CISM, CISA, or equivalent</td> </tr> <tr> <td>COMPSFI 231</td> <td>CCNA, CCNA Security Instructor and CCNA Security, CCNP/CCIE Instructor or equivalent</td> </tr> </table>	COMPSFI 101	Network+, CCNA, CCNA c7, CCNA Security, CCNP, CCIE, CISSP, OSCP, CASP, GSEC, or equivalent	COMPSFI 102	Security+, CCNA v7, CCNA Security, CISSP, OSCP, CASP, GSEC, or equivalent	COMPSFI 202	Security+, CCNA v7, CCNA Security, GFCE, CCE, GCFE, GCFA, GCIH, CIH, CHFI, EnCE, ACE, CIHE, CISSP, OSCP, CASP, GSEC, or equivalent	COMPSFI 205	GFCE, CCE, GCFE, GCFA, GNFA, CHFI, EnCE, ACE, or equivalent	COMPSFI 212	Strong programming background and one certification (Network+, Security+, CYSA+, CCNA, CCNA c7, CCNA Security, CCNP, CCIE, CEH, PenTest+, CISSP, OSCP, CASP, GSEC, or equivalent) is preferred.	COMPSFI 213	CEH, PenTest+, OSCP, CISSP, CASP, GSEC, or equivalent	COMPSFI 214	CySA+, CISSP, OSCP, CASP, GSEC, or equivalent	COMPSFI 215	CISSP, or equivalent	COMPSFI 216	CISSP, CASP, CISM, CISA, or equivalent	COMPSFI 231	CCNA, CCNA Security Instructor and CCNA Security, CCNP/CCIE Instructor or equivalent
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<p><b>DANCE</b></p>	<p>BA/BFA in Dance or professional level experience with three years of teaching experience or genre specific dance certification with five years of teaching experience will also be considered; Demonstrated involvement as a practicing artist in the specific disciplines or specializations of the respective style of dance</p>																				
<p><b>DIESEL TECHNOLOGY</b></p>	<p>AAS in Auto Technology as the base degree and 3-4 years of work experience in the field, plus all appropriate certification; Candidates with current equivalent industry experience, appropriate certifications and a strong classroom effectiveness assessment may also be considered by College Administration and the Department Chair</p>																				

<b>DENTAL HYGIENE</b>	Dental Hygienist: Bachelor’s degree or higher and a current Illinois Dental Hygiene License with at least two FT years of clinical experience; DDS OR DMD License in state of Illinois with five years of clinical experience
<b>ECONOMICS</b>	Master’s in Economics
<b>EDUCATION</b>	M.Ed. in Elementary Education or doctorate in elementary education – OR – M.Ed. in Secondary Education or M.S in Higher Education Administration or M.Ed. or M.S. in Special Education and teaching experience or school administrator experience – OR – a Master’s in Curriculum and Instruction and teaching experience or school administrator experience
<b>ELEVATOR CONSTRUCTION</b>	Bachelor’s degree and national or industry recognized certification in the field
<b>EMERGENCY MANAGEMENT</b>	Bachelor’s degree in the field – OR – A.A.S. and five years or more related work experience for military, emergency response, or similar security organization, and professional licensure or credentialing in the field
<b>EMERGENCY MEDICAL TECHNICIAN</b>	EMT instructors must be licensed at the paramedic level by Illinois Department of Public Health or be licensed at a higher level of practice with EMS experience; Lead instructors must hold a Lead Instructor certificate by IDPH or NAEMSE certification
<b>EMERGENCY MEDICAL PARAMEDIC</b>	Paramedic program instructors are to be licensed at the paramedic level by Illinois Department of Public Health or be licensed at a higher level of practice with EMS experience; lead instructors must hold a Lead Instructor certificate by IDPH or NAEMSE certification
<b>ENGINEERING</b>	Master’s degree in Engineering, Physics, or Computer Science
<b>ENGLISH - PROSE &amp; LITERATURE</b>	Master’s degree in English Language and Literature Master’s degree and 18 graduate hours in English, Literature, Creative Writing or Composition/ Rhetoric – OR – M.A. in (print) Journalism (not broadcast)  *Individuals with a Master’s in Linguistics are eligible to teach ENG 98, 100, 101, 102 and FSWRIT

<p><b>ENGLISH - BUSINESS WRITING</b></p>	<p>English 105 and 107: M.F.A. in Writing (with an emphasis in technical writing)                      – OR –                      M.A. in English</p>
<p><b>ENGLISH - CREATIVE WRITING</b></p>	<p>M. A. in English Language and Literature                      – OR –                      M.F.A. in Creative Writing or Poetry, Drama, and/or Fiction</p>
<p><b>ENGLISH - JOURNALISM</b></p>	<p>M.A. in English Language and Literature                      – OR –                      M. A. in [print] Journalism: English 150, 151, 152, 153, and 276</p>
<p><b>ENVIRONMENTAL STUDIES: ENVIRONMENTAL TECHNOLOGY</b></p>	<p>Bachelor’s degree and national or industry recognized certification in the field</p>
<p><b>E. S. L. (READING/WRITING/SPEECH)</b></p>	<p>M. A. in Teaching English as a Second Language (T.E.S.O.L.)                      – OR –                      M. A. in Linguistics                      – OR –                      M.Ed. with a specialization in ESL/Bilingual Education and ISBE ESL endorsement with five or more years of experience may be considered</p>
<p><b>FACTORY AUTOMATION</b></p>	<p>Bachelor’s degree in Industrial Technology, Manufacturing Technology, Engineering or a related technical field and knowledge of industrial maintenance including preventive maintenance and process improvement, and at least two industry credentials from the American Welding Society, the Manufacturing Skills Standards Council (MSSC), the National Institute of Metalworking Skills (NIMS), the American Society of Quality, the Society of Manufacturing Engineers, the American Society of Mechanical Engineers or an electrician’s license from the City of Chicago (will count as two industry credentials) or an IBEW journeyman’s card (will count as two industry credentials);                      – OR –                      Eight years of experience in manufacturing, including experience in industrial maintenance or process engineering and experience with preventive maintenance and at least two industry credentials from the American Welding Society, the Manufacturing Skills Standards Council (MSSC), the National Institute of Metalworking Skills (NIMS), the American Society of Quality, the Society of Manufacturing Engineers, the American Society of Mechanical Engineers or an electrician’s license from the City of Chicago (will count as two industry credentials) or an IBEW journeyman’s card (will count as two industry credentials)</p>

<p><b>FIRE SCIENCE TECHNOLOGY</b></p>	<p>Instructors for Fire Science courses must hold a minimum of an Associate Degree, have experience as a Fire Officer with a department of specific expertise in fire science management; fire Instructor certificate from the Office of the State Fire Marshal is strongly encouraged</p>
<p><b>GAME DESIGN AND DEVELOPMENT</b></p>	<p>B.A. or B.F.A. in design related fields such as Graphic Arts, Studio Art or B.S. in Game Design, Computer Science, or Information Technology and at least five years related experience (which can include teaching experience)</p>
<p><b>GEOGRAPHY</b></p>	<p>Master’s in Geography</p>
<p><b>GEOLOGY</b></p>	<p>Master’s degree in a physical science (Chemistry, Physics, Astronomy, Geology, etc.)                      – OR –                      Master’s degree and 18 graduate semester credit hours in a physical science</p>
<p><b>GERONTOLOGY</b></p>	<p>M.S.W.                      – OR –                      M. S. in Gerontology</p>
<p><b>HEALTH</b></p>	<p>Master’s degree in Health Science, Nursing or Allied Health discipline</p> <p>Health 102: M.D. with health &amp; law background or J. D. degree or LL.M. in Health Law</p> <p>Health 106: Health background with office administrative skills</p> <p>Health 107: Minimum of Bachelor’s degree in Allied Health Nursing or Pharmacy with work-related experiences in health care setting using Pharmacology and Pathophysiology</p> <p>Health 108: Medical Assistant with over two years of experience or be a Certified Professional Coder</p>



<p><b>HEALTH INFORMATION TECHNOLOGY (HIT)</b></p>	<p>The Health Information Management program director must be certified as a Registered Health Information Technician (RHIT) or Registered Health Information Administrator (RHIA), and must have at minimum, a baccalaureate degree;</p> <p>It is expected that only HIM professionals with an RHIT or RHIA credential and a minimum of a baccalaureate degree would possess the necessary knowledge and background to effectively manage the HIM program; there is no exception to the required credential</p> <p><b>Courses HIT 100 - 104</b> 2 years of experience (combined teaching, trainer and occupational) in the health information technology field is required for the Medical Billing Program</p> <p><b>Courses HIT 105, 108, 109, 203, 201, 221</b> 3 years of experience (combined teaching, trainer and occupational) in the health information technology field is required for the Medical Coding Program</p> <p><b>Courses HIT 202, 204, 206, 222</b> 3 years of experience (combined teaching, trainer and occupational) coupled with RHIT/RHIA credential in the health information technology field is required for the AAS in HIT</p>
<p><b>HEALTH PROFESSIONS (HEAPRO)</b></p>	<p>HEAPRO 101-Minimum Associate’s degree in a health sciences related field, current Illinois or professional credential to either teach Patient Care Technician or EKG and/or Phlebotomy certification with 2 years equivalent of full-time work or teaching experience</p> <p>Vocational Lecturer: Current Illinois credential to teach Certified Nursing Assistant and 3-5 years of work experience, previous teaching or trainer experiences desired</p> <p>HEAPRO 102 Health Career Studies Course Vocational Lecturer: Must have 3-5 years of work experience, previous teaching or trainer experience desired</p> <p>Faculty: Bachelor’s degree in a health sciences related field and 3-5 years of combined related work or teaching experience</p>
<p><b>HIV/STI PREVENTION</b></p>	<p>Bachelor’s degree and relevant experience in the Public Health sector</p>
<p><b>HISTORY</b></p>	<p>M. A. in History</p>

<b>HORTICULTURE</b>	M. S. in Horticulture – OR – a Bachelor’s with appropriate work experience
<b>HOSPITALITY</b>	Bachelor’s Degree in Hospitality or related field and professional work experience  Instructors credentialed to teach in this subject area are also eligible to teach 330CUL703, 330BKPS766, 330CUL728, and 330CUL700
<b>HUMANITIES</b>	M. A. in Humanities or Classics or Comparative Religions or Foreign Language literature – OR – Master’s degree with 18 graduate credit hours in one or several related humanities disciplines  Vice Presidents may also consider the following related degrees to credential an individual for a content related course: Master’s in Art History, Film Studies, Foreign Languages, English Literature, Theater, Philosophy, Music, Musicology, Medieval Studies, Interdisciplinary Humanities, etc.
<b>HUMANITIES - FINE ARTS-ART HISTORY</b>	Master’s in Art History
<b>HUMANITIES – THEATER, OPERA AND CINEMA</b>	M.A. in a discipline related to specific course content, such as Theater, Opera or Cinema
<b>HUMANITIES – MUSIC</b>	Master’s in Music or Jazz Studies or Voice
<b>HUMANITIES - PHILOSOPHY</b>	M. A. in Philosophy
<b>HUMANITIES – RELIGION</b>	M. A. in Comparative Religion discipline or related discipline
<b>H. V. A. C.</b>	A.A.S with a minimum of five years HVACR field experience and be a Certified Master HVACR Educator (CMHE) – OR – A.A.S with a minimum of five years of HVACR field experience and be working towards the CMHE certification
<b>HYBRID COURSEWORK</b>	Effective Spring of 2017 any faculty member wishing to be credentialed to teach Hybrid coursework must complete the following ION courses: 1) Online Learning, An Overview; 2) Instructional Design for Online Course Development; 3) Student Assessment in Online Courses; FT faculty members who were previously credentialed to teach hybrid are exempt from this requirement

<b>INTDSP 101/104: COLLEGE SUCCESS</b>	Master’s degree and successful completion of college training
<b>INTDSP 102: CAREER DEVELOPMENT AND DECISION MAKING</b>	Master’s degree and teaching experience in higher education and/or experience in corporate training and development
<b>INTDSP 103: NEWS LITERACY AND CIVIC ENGAGEMENT</b>	Master’s degree and successful completion of the News Literacy (Institute/District) training
<b>LIBRARY INFORMATION SCIENCE</b>	Master of Library Science (M.L.S.) or Master of Science in Library Science (M.S./M.L.S.) or Master of Arts in Library Science (MALS) or M.A in Library and Information Science or M.S. in Library and Information Science (M.S./M.L.I.S.) or Master of Science in Library Science (M.S.L.S.) or Master in Information Studies (M.S./M.S.I.S.); the degree must be from an ALA- accredited institution
<b>LITERATURE - 110, 111, 112, 113</b>	M.A. in English Language and Literature or Literature – OR – M.F.A. in Creative Writing: Poetry, Drama, Fiction
<b>LITERATURE - 114, 116, 117, 118, 119, 121, 122, 123, 126, 127, 128, 129, 131, 133, 150, 155,156, 211, 220, 221</b>	M.A. in English Language and Literature – OR – Master’s with 18 graduate credit hours in literature/literary studies
<b>MANUFACTURING TECHNOLOGY</b>	Bachelor’s degree in Industrial Technology, Manufacturing Technology, Engineering or a related technical field and at least two industry credentials from the American Welding Society, the Manufacturing Skills Standards Council (MSSC), the National Institute of Metalworking Skills (NIMS), the American Society of Quality, the Society of Manufacturing Engineers, the American Society of Mechanical Engineers or an electrician’s license from the City of Chicago (will count as two industry credentials) or an IBEW journeyman’s card (will count as two industry credentials); – OR – Eight years of experience in manufacturing, including experience in production or industrial maintenance and at least two industry credentials from the American Welding Society, the Manufacturing Skills Standards Council (MSSC), the National Institute of Metalworking Skills (NIMS), the American Society of Quality, the Society of Manufacturing Engineers, the American Society of Mechanical Engineers or an electrician’s license from the City of Chicago (will count as two industry credentials) or an IBEW journeyman’s card (will count as two industry credentials)

<p><b>Massage Therapy</b></p>	<p><b>Faculty:</b>                  Successful Completion of an Associate Degree or Completion of Certificate Program in Massage Therapy from an accredited and/or licensed school or institution; A minimum of 3 years combined work experience and/or teaching experience as a Licensed Massage Practitioner; Current State of Illinois Massage Therapy License issued by the Illinois Department of Financial and Professional Regulation</p> <p><b>Vocational Lecturer:</b>                  Successful Completion of an Associate Degree or Completion of Certificate Program in Massage Therapy from an accredited and/or licensed school or institution; a minimum of 3 years combined work experience and/or teaching experience as a Licensed Massage Practitioner; current State of Illinois Massage Therapy License issued by the Illinois Department of Financial and Professional Regulation</p>
<p><b>MATHEMATICS</b></p>	<p>Master’s in Mathematics or Physics or Math Education</p>
<p><b>MEDIA COMMUNICATION (Per KK)</b></p>	<p>Bachelor’s required, portfolio review, and at least 5 years of current and relevant experience in television, radio, video, audio, and digital media editing, creation, production, dissemination</p>
<p><b>MEDICAL ASSISTING</b></p>	<p><b>HEALTH 102 and 105:</b> M.D. or Registered Medical Assistant through American Medical Technologist (AMT) or Certified Medical Assistant through American Association of Medical Assistants (AAMA) must have three years of medical assisting experience or BSN with three years of current ambulatory experience</p> <p><b>MEDASST 103,104,105,106, 107, and 108:</b>                  M.D. or Registered Medical Assistant through American Medical Technologist (AMT) or Certified Medical Assistant through American Association of Medical Assistants (AAMA) must have three years of medical assisting experience or BSN with three years of current ambulatory experience</p> <p><b>MED ASST 109:</b>                  Certified Medical Assistant through either American Medical Technologist (AMT) or American Association of Medical Assistants (AAMA) and three years of medical assisting experience</p>
<p><b>MENTAL HEALTH</b></p>	<p>M.S. in Clinical Psychology and current State Licensure</p>

<p><b>MEDICAL BILLING AND CODING</b></p>	<p>Minimum Certified Professional Coder certification through AAPC or Certified Coding Associate or Certified Coding Specialist through AHIMA and combined 2-3 years of teaching and 1 year of professional work experience in the health information management field</p> <p>Note: All individuals who meet the requirement to teach in the Health Information Management Program are eligible for credentialing for Medical Billing and Coding Programs</p>
<p><b>MORTUARY SCIENCE</b></p>	<p>Licensed as Funeral Director and Embalmer (state of Illinois) by IDFPR and minimum of 2 years' experience in the field; Must have a bachelor's or higher degree from a regionally accredited college or university</p> <p>According to ABFSE, all newly- and re-appointed full-time faculty must earn a master's degree from a regionally accredited college or university within five years of their initial appointment date</p> <p>For faculty earning degrees in colleges or universities outside the United States, the institution awarding the degree must have met degree standards which in the judgment of AACRO are acceptable or similar to those of ABFSE</p> <p>In the category of laboratory assistant, guest lecturer, clinical instructor, preceptor, or comparable positions; individuals in such categories must serve under the direct supervision of a qualified member of the faculty</p>
<p><b>NURSING</b></p>	<p><b>FT Faculty:</b> Completed M.S.N. degree, doctorate in nursing preferred (DNP or PhD) and current unencumbered Illinois RN license; two-years of experience in clinical nursing; minimum of one year of college-level teaching experience preferred in the field of nursing and one year of recent clinical nursing practice</p> <p><b>PT Faculty:</b> Completed MSN degree, doctorate in nursing preferred (DNP or PhD) and current unencumbered Illinois RN license</p>

<p><b>NURSING - Basic Nursing Assistant</b></p>	<p><b>BNA Instructor:</b> Completed Associates Degree in Nursing or higher and current unencumbered Illinois RN license; two years’ experience in clinical nursing practice and one-year experience as an RN in one or both of the following areas: teaching theory in an accredited nursing training program or providing nursing care, including personal care and activities of daily living, to older adults or chronically ill adults; RNs with a BSN or higher degree are exempt from the requirement for a Train the Trainer/Evaluator program. Per the Illinois Department of Public Health (IDPH), programs may require attendance at a Train the Trainer program if they feel it is beneficial for new instructors, but it is not a requirement; nurses with an associate degree or diploma in nursing without additional nursing education, regardless of degree(s) obtained, are still required to complete the Train the Trainer/Evaluator program.</p> <p>The four-hour CEU requirement in Alzheimer's/related dementias is a one-time requirement; If you have taken a Train the Trainer course in the past, you have already met that requirement; Anyone wishing to teach without the Train the Trainer must obtain 4 CEUs in Alzheimer's and related dementias or show transcripts of equivalent education (one semester hour or more of credit)</p>
<p><b>NURSING – Home Admin</b></p>	<p>Bachelor’s degree in a related health field          – OR –          Bachelor’s degree in Health Administration          – OR –          Master’s degree in an applied field related to specific courses in the curriculum</p>
<p><b>OCCUPATIONAL THERAPY ASSISTANT PROGRAM</b></p>	<p>Licensed as occupational Therapist with IDFPR and 2 years work experience in the field</p>
<p><b>OPHTHALMIC TECHNOLOGY</b></p>	<p>Bachelor’s degree and current JCAHPO Certification</p>
<p><b>PARALEGAL</b></p>	<p>J.D. or LL.M</p>
<p><b>PERSONAL TRAINING</b></p>	<p><b>FACULTY:</b> Baccalaureate degree in Kinesiology or Exercise Science, Athletic Training, Health Science, Health Education or closely related discipline and current certification from an NCCA accredited program*, along with 2 years of work related experience;          *Holds a current certificate in Personal Training, Corrective Exercise or Exercise Physiology from one of the following nationally recognized and accredited organizations: National Academy of Sports Medicine, American College of Sports Medicine, National Strength and Conditioning Association, American Council on Exercise</p>

	<p><b>VOCATIONAL LECTURER:</b> Must hold a degree and/or certificate in Kinesiology, Exercise Science, Health Sciences, Personal Training, Corrective Exercise, Health Coach, Physical therapy, Rehabilitation or other related health sciences and medical fields; must have 2 years or more of clinical experience in related field</p> <p><b>PROGRAM DIRECTOR:</b> The program director is a Personal Fitness Trainer, Exercise Physiologist or someone who demonstrates an understanding of education and contemporary Exercise Science practice appropriate for leadership in personal trainer education; these qualifications include all of the following: a minimum of a master’s degree; holds a current certification from an NCCA accredited program*; a minimum of 2 years work-related experience in Personal Fitness Training, Exercise Science, or Exercise Physiology; the program director is a full-time employee</p> <p>*Holds a current certificate in: Personal Fitness Training, Corrective Exercise, Exercise Physiology or Strength and Conditioning Specialist from one of the following nationally recognized and accredited organizations: National Academy of Sports Medicine, American College of Sports Medicine, National Strength and Conditioning Association, American Council on Exercise</p>
<p><b>PHARMACY TECHNOLOGY</b></p>	<p>National Certification as Pharmacy Technician or registered pharmacist in Illinois</p> <p><b>PROGRAM DIRECTOR</b> The program director must: Be a licensed pharmacist in Illinois OR be a nationally certified pharmacy technician with an Illinois Pharmacy Technician license and a minimum of an Associates degree; Have at least 5 years of experience in pharmacy practice prior to entering the position</p> <p><b>FACULTY</b> Faculty must: Be a licensed pharmacist in Illinois OR be a nationally certified pharmacy technician with an Illinois Pharmacy Technician License; Have at least 3 years of experience in pharmacy practice</p>
<p><b>PHLEBOTOMY</b></p>	<p>A.A.S. and current Phlebotomy Technician Certification and/or B.A./B.S. in Medical Laboratory Technology and current National Board Certification and at least 2 years work experience in the field</p>
<p><b>PHYSICAL SCIENCE</b></p>	<p>Master’s degree in a physical science (Chemistry, Physics, Astronomy, Geology, etc.) – OR – Master’s degree and 18 graduate semester hours in a physical science</p>

<p><b>PHYSICS</b></p>	<p>Master’s degree in Physics          – OR –          Master’s degree in Engineering Physics</p>
<p><b>PHYSICAL EDUCATION</b></p>	<p>Minimum of Master’s Degree in Physical Education, Kinesiology, Exercise Science, Health Fitness Science, Bio-Mechanics, or other related discipline</p>
<p><b>PHYSICAL THERAPIST ASSISTANT</b></p>	<p><b>Faculty:</b> Core faculty must have a minimum of an Associate’s degree, current Physical Therapist Assistant (PTA) or Physical Therapist (PT) license in Illinois, and at least three years of full time (or equivalent) post-licensure clinical experience in physical therapy</p> <p><b>Program Director:</b>          The program director is a physical therapist or physical therapist assistant who demonstrates an understanding of education and contemporary clinical practice appropriate for leadership in physical therapist assistant education. These qualifications include all of the following:</p> <p>a minimum of a master’s degree; holds a current license/certification to practice in any United States jurisdiction; a minimum of five years (or equivalent), full-time, post licensure experience that includes a minimum of three years (or equivalent) of full-time clinical experience; didactic and/or clinical teaching experience; experience in administration/management; experience in educational theory and methodology, instructional design, student evaluation and outcome assessment, including the equivalent of nine credits of college-level coursework in educational foundations</p> <p><b>CEC:</b> The Clinical Education Coordinator is a physical therapist or physical therapist assistant who holds current license or certification in the jurisdiction where the program is located and has a minimum of three years of full-time post-licensure clinical practice</p> <p>Two years of clinical practice experience must include experience as a CCCE or CI in physical therapy, or a minimum of two years of experience in teaching, curriculum development and administration in a PT or PTA program</p>
<p><b>POLITICAL SCIENCE</b></p>	<p>Master’s in Public Policy, Political Science, or Government</p>



<p><b>PROCESS TECHNOLOGY</b></p>	<p>Master's degree in Chemistry, Engineering, and Industrial Technology related field  <b>– OR –</b>                  Bachelor's degree in a related field and at least four years of industrial experience with process operations</p>
<p><b>PROPERTY MANAGEMENT</b></p>	<p>Bachelor's degree and current Community Association Management state licensure and teaching experience in property management and/or related field; Master's degree preferred with current Community Association Management State licensure and teaching experience in property management and/or related field; Current Illinois Real Estate License preferred</p>
<p><b>PSYCHIATRIC REHABILITATION</b></p>	<p>Master's degree in Social work or Psychology, certification via formal training, and work experience</p>
<p><b>PSYCHOLOGY</b></p>	<p>Master's in Psychology or Master's in Clinical Psychology; specialized/applied degrees (e.g. School, Counseling, and Industrial-Organizational) should be evaluated according to tested experiences with a thorough graduate course review</p>
<p><b>PUBLIC SERVICE</b></p>	<p>J. D.  <b>– OR –</b>                  Bachelor's degree and current Law Enforcement Officer</p>
<p><b>QUALITY ASSURANCE</b></p>	<p>Bachelor's degree in Industrial Technology, Manufacturing Technology, Engineering or a related technical field and knowledge of quality management systems and process improvement and at least two industry credentials from the American Welding Society, the Manufacturing Skills Standards Council (MSSC), the National Institute of Metalworking Skills (NIMS), the American Society of Quality, the Society of Manufacturing Engineers, the American Society of Mechanical Engineers or an electrician's license from the City of Chicago (will count as two industry credentials) or an IBEW journeyman's card (will count as two industry credentials);  <b>– OR –</b>                  Eight years of experience in manufacturing, including experience in Quality Assurance, production, or production management and knowledge of quality management systems and process improvement and at least two industry credentials from the American Welding Society, the Manufacturing Skills Standards Council (MSSC), the National Institute of Metalworking Skills (NIMS), the American Society of Quality, the Society of Manufacturing Engineers, the American Society of Mechanical Engineers or an electrician's license from the City of Chicago (will count as two industry credentials) or an IBEW journeyman's card (will count as two industry credentials)</p>

<p><b>RADIOGRAPHY / RADIOLOGIC TECHNOLOGY</b></p>	<p><b>Faculty:</b> Holds, at a minimum, a baccalaureate degree, is qualified to teach the subject, is knowledgeable of course development, instruction, evaluation, and academic advising; documents two years’ clinical experience in the professional discipline, and holds American Registry of Radiologic Technologists current registration in radiography or equivalent (i.e., unrestricted state license for the state in which the program is located)</p> <p><b>PD:</b> Holds, at a minimum, a master’s degree, is proficient in curriculum design, program administration, evaluation, instruction, and academic advising; documents three years’ clinical experience in the professional discipline; documents two years of experience as an instructor in a JRCERT-accredited program, and holds American Registry of Radiologic Technologists current registration in radiography or equivalent (i.e., unrestricted state license for the state in which the program is located)</p>
<p><b>READING</b></p>	<p>M. A. in Reading or M.A. in Linguistics or M.Ed. in Adult Literacy–Reading or M.S.Ed. in Curriculum and Instruction (inclusive of Literacy/Reading)  <b>– OR –</b>  M. A. and 18 graduate hours in Reading</p>
<p><b>RESPIRATORY CARE</b></p>	<p><b>Faculty:</b> Must be credentialed for the content areas they teach</p> <p><b>CC:</b> Clinical Coordinator or Director of Clinical Education: Earned baccalaureate degree, four (4) years’ experience as a Registered Respiratory Therapist, two (2) years teaching experience in an accredited Respiratory Care Program or as a clinical preceptor, and state licensed as a Registered Respiratory Therapist</p> <p><b>PD:</b> Earned baccalaureate degree, four (4) years’ experience as a Registered Respiratory Therapist, two (2) years teaching experience in an accredited Respiratory Care Program, and Illinois licensed as a Registered Respiratory Therapist</p>
<p><b>SOCIAL SCIENCE</b></p>	<p>Master’s degree in a closely related discipline according to the course being taught  <b>– OR –</b>  Master’s degree and 18 graduate credit hours in a related discipline</p>
<p><b>SOCIAL SCIENCE - Social Science 101</b></p>	<p>Master’s in Anthropology or M.A. in Psychology or M. A. in Sociology</p>
<p><b>SOCIAL SCIENCE - Social Science 102</b></p>	<p>Master’s in Economics or Geography or History or Governmental Affairs or Political Science</p>

<p><b>SOCIAL SCIENCE - Social Science 105</b></p>	<p>Master’s in Anthropology or Economics or Geography or Governmental Affairs or History or Public Policy or Political Science or Psychology or Sociology</p>
<p><b>SOCIAL SCIENCE - Social Science 115-121 and 201</b></p>	<p>Master’s degree in Public Health (M.P.H.) or M.S.W. or M.A. in Clinical Psychology</p>
<p><b>SOCIAL SERVICE</b></p>	<p>M. S. W. or M. A. in in Social Work with relevant experience in Gerontology  <b>– OR –</b>  Masters in Social Work with an IAODAPCA certification in addition to (CADC)</p>
<p><b>SOCIOLOGY</b></p>	<p>M.A. in Sociology</p>
<p><b>SPEECH</b></p>	<p>M. A. in Communications or Speech or Theatre Arts</p>
<p><b>SURGICAL TECHNOLOGY</b></p>	<p><b>Didactic and clinical faculty:</b> NBSTSA approved credential in Surgical Technology and 2 years of experience in the operating room or as a Surgical Technology instructor, or a combination of both within the past 5 years</p> <p><b>PD:</b> NBSTSA approved credential in Surgical Technology; minimum of 5 years of experience in the operating room or as a Surgical Technology instructor or a combination of both within the past 10 years. Possess an Associate’s Degree or higher</p> <p><b>Clinical Coordinator:</b> Approved credential in Surgical Technology from an NCCA accredited program and a minimum of 3 years of current operating room experience in the scrub role and/or 3years of current experience as an instructor in Surgical Technology or a combination of both within the past 5 years</p>
<p><b>STERILE PROCESSING</b></p>	<p><b>Faculty:</b> Associate’s degree and current certification as a Sterile Processor (Certified Registered Central Service Technician) and 1 employment year of experience as a sterile processor; Other acceptable alternatives include Certified Operation room nurse (CNOR) and current state RN licensure</p> <p><b>Vocational Lecturer:</b> NBSTSA Certification (Certified Surgical Technologist) and 1 year of employment as a surgical technologist</p>

<p><b>TAXI/LIMO</b></p>	<p>Current Public Chauffer License (Restricted for Limo and Unrestricted for Taxi), clean Motor Vehicle Report, and 3 years professional driving experience; candidates with current equivalent industry experience, appropriate certifications and a strong classroom effectiveness assessment may also be considered by College Administration and the Department Chair</p>
<p><b>TRANSPORTATION</b></p>	<p>Master’s degree in Supply Chain Management, or Logistics  <b>– OR –</b>  a Bachelor’s degree in a related field and a minimum of 5 years of experience in Transportation, Distribution and Logistics</p>
<p><b>VISUAL MEDIA (VIS MC)</b></p>	<p>M.F.A. or M.A. in graphic design or related discipline and portfolio review; at least 5 years of current and relevant experience in visual communications including print, digital imaging, web design, or graphics software</p>
<p><b>WELDING</b></p>	<p>Bachelor’s degree in Industrial Technology, Manufacturing Technology, Engineering or a related technical field and knowledge of welding applications in manufacturing and at least one industry credential from the American Welding Society and at least one other credential from the American Welding Society, the Manufacturing Skills Standards Council (MSSC), the National Institute of Metalworking Skills (NIMS), the American Society of Quality, the Society of Manufacturing Engineers, the American Society of Mechanical Engineers or an electrician’s license from the City of Chicago (will count as two industry credentials) or an IBEW journeyman’s card (will count as two industry credentials);  <b>– OR –</b>  Eight years of experience in manufacturing, with at least 3 years of experience in welding and at least one industry credential from the American Welding Society and at least one other credential from the American Welding Society, the Manufacturing Skills Standards Council (MSSC), the National Institute of Metalworking Skills (NIMS), the American Society of Quality, the Society of Manufacturing Engineers, the American Society of Mechanical Engineers or an electrician’s license from the City of Chicago (will count as two industry credentials) or an IBEW journeyman’s card (will count as two industry credentials)</p>
<p><b>WORLD LANGUAGES</b></p>	<p>Master’s degree in Arabic, Chinese, French, Italian, Japanese, Latin, Polish, or Spanish (VI.F.2.b., p. 14)  <b>– OR –</b>  Bachelor’s degree and 18 graduate credit hours in the related field or demonstrated language proficiency and related teaching experience</p>

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## Appendix 1

Business Insurance course: Insurance certification list

1. Certified Financial Planner (CFP®). CFPs are required to have completed course work including:

- General principles of financial planning
- Insurance planning
- Investment planning
- Income tax planning
- Retirement planning
- Estate planning
- Interpersonal communication
- Professional conduct and fiduciary responsibility
- Financial plan development (capstone) course

2. CIC - Certified Insurance Counselor

Offered by The National Alliance for Insurance Education & Research, the CIC program has been the industry's premier, proven source for practical, real-world education since 1969. You will cover important aspects in personal lines, commercial casualty, commercial property, life and health and agency management.

3. CISR - Certified Insurance Service Representative

The National Alliance for Insurance Education & Research offers this practical program, stressing methods to minimize E&O claim possibilities and the understanding and analysis of risks and exposures. The curriculum is tailored to your region making this a program a superior education opportunity.

4. CLCS - Commercial Lines Coverage Specialist

Created with the learning needs of new insurance producers, agents, managers, CSRs and corporate staff in mind, the CLCS is the most complete professional learning program available for industry professionals seeking to master the subject of commercial lines coverage. Sponsored by The National Underwriter Company, students completing the CLCS program have demonstrated extensive knowledge in a critical functional area of property and casualty insurance practice-insurance policy coverage-and will have applied that knowledge in real-life case study exercises.

5. CLU - Chartered Life Underwriter

The CLU course of study helps advance your career by providing in-depth knowledge on the insurance needs of individuals, business owners and professional clients. The courses needed to earn this professional designation are offered through The American College.

6. CPCU - Chartered Property Casualty Underwriter

CPCU is respected as the premier designation in property-casualty insurance. Holding this designation immediately identifies you as a knowledgeable and dedicated professional. Offered by The Insurance Institute of America (CPCU/IIAA), the program provides a broad understanding of the property-casualty industry focusing on the legal, financial and operational aspect of risk management and insurance, as well as on financial services. The CPCU program consists of

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eleven courses. You must pass 8 courses to earn the CPCU designation. All candidates must complete the five foundation courses. In addition, you select either the commercial or personal insurance concentration to complete the program.

7. CRM - Certified Risk Manager

This designation is offered by The National Alliance for Insurance Education & Research. The five courses will provide you with an in-depth knowledge about today's highest priorities – identifying, analyzing, controlling, financing, and administering operational risks – as well as political risks, catastrophic loss exposures, third-party exposures, fiduciary exposures, employee injury exposures, juridical risks, legal risks, and more – whether insurable or not. The skills you learn will make you more proactive and valuable to your organization in discovering how risks can interrupt the flow of earnings and how to protect against it.

8. PLCS - Personal Lines Coverage Specialist

Created with the learning needs of new insurance producers, agents, managers, CSRs and corporate staff in mind, the PLCS is offered by The National Underwriter Company. It is the most complete professional learning program available for industry professionals seeking to master the subject of personal lines coverage.

9. REBC - Registered Employee Benefits Consultant

Offered by The American College, earning the REBC designation will provide you with practical knowledge on pensions and retirement plan funding, installation and administration. The program also covers group medical plans, long-term care, executive compensation, personnel management and much more.

10. RHU - Registered Health Underwriter

Offered by The American College, the RHU designation is the premier credential in the health insurance market. Broaden your knowledge with the most comprehensive information available on group insurance benefits and health insurance for individuals and families. The program also helps you stay current with the major benefit protection laws, including COBRA, ERISA and HIPAA.