

Tested Experience Form

Section [10.25](#) of the City Colleges of Chicago (CCC) Academic and Student 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. The [CCC Credential Guidelines](#) document lists the credentials necessary for the teaching of all academic disciplines. In instances where an instructor's academic preparation varies from the traditional credentials criteria, and where no graduate academic preparation is possible, 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. [The Higher Learning Commission \(HLC\)](#) allows for equivalent experience to be used to determine qualifications for credentialing in these cases.

Qualifications for equivalent relevant experience may include:

- Possession and maintenance of a widely accepted credential, certification, or state license that is the general recognized industry standard.
- Experience in a field specifically related to the course to be taught or, if none exists, comparable or widely accepted experience specific to the discipline of the course to be taught.
- Discipline based research and/or scholarship.
- Consistent with [HLC policy](#), "Previous years of classroom instruction does not alone constitute equivalent experience."

Rational – Completed by College Vice President

College:

Faculty Name:

Faculty ID Number:

Category* (choose all that apply)	Details/Notes
Credential, Certification, or License	
Years of Experience in Field	
Discipline-based research and/or scholarship	

*Attach documentation to this form

The faculty member listed meets the requirements for credentialing via equivalent experience. Please see the attached documentation.

Courses Approved:

College Vice President:

Date: