



## Instructional Qualification Form

Clinical Associates, Research Assistants, and Other Non-Faculty Instructional Staff

This form documents the credentials for clinical associates and other non-faculty instructional staff who support instruction of courses at Florida SouthWestern State College. Official transcripts from all institutions used to qualify non-instructional staff must be received in the Office of Human Resources within thirty days of hire date.

Last Name	First Name	Eight Digit Banner ID
		@

Discipline	Instructor Type	IQF Type
	Choose an item.	Choose an item.

**Commented [DB1]:** Select "New" if there is no IQF already on file. Otherwise, select "Returning"

School	Campus, Center, or Off Campus	Instructional Location (if Off-site)
Health Professions	Choose an item.	

**Education** –List **only** the degrees conferred and used to determine qualifications. Useful resources: <https://www.ed.gov/accreditation>, <https://www.chea.org/>, <https://www.naces.org/members>

**Commented [DB2]:** Only list institutions needed for credentialing. Ex: Someone has both a qualifying BA & AA in the field – only list the Bachelor's.

Institution	Accrediting Agency or NACES Evaluator	Degree Earned	Major	Degree Conferred Date(xx/xx/xxxx)
	Choose an item.	Choose an item.		
	Choose an item.	Choose an item.		
	Choose an item.	Choose an item.		

**Commented [DB4]:** Transcripts usually list degree date as "awarded" or "conferred" and this should be highlighted on the transcript. If no day is listed, use last day of month.

**Commented [DB3]:** FSW accepts foreign transcript evaluations from NACES (National Association of Credential Evaluation Services) evaluators

**List Supplemental Qualification Criteria** (complete only if applicable and include documentation with IQF if required) (Work Experience, Licenses, Certifications, etc.)


**Commented [DB5]:** This list should help an auditor navigate supplemental attachments such as licenses (include expiration date if available), certifications, etc. Do not attach or list CV's or resumes.

### Signatures

<b>Director, Chair or Coordinator</b> (sign and date) Type Name Here	Date
<b>Academic Dean</b> (sign and date) Type Name Here	Date