

Lassen Community College
Verification
Of Faculty to Meet
Minimum Qualifications
In Discipline Of
Instruction
Resource Handbook



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**LASSEN COMMUNITY COLLEGE
VERIFICATION OF MINIMUM QUALIFICATIONS
RESOURCE HANDBOOK**

INTRODUCTION

The responsibility to determine if prospective instructors meet the minimum qualifications necessary to teach is the responsibility of individual community college districts. In order to be eligible to teach at a community college the prospective instructor must be determined to meet or exceed the minimum qualifications in a specific discipline as established by the Governing Board of the State of California. The process utilized to determine the qualifications of a potential instructor must be recommended by the local Academic Senate and adopted by the local Governing Board. This handbook was developed to facilitate the process of verifying that an instructor meets the minimum qualifications in order to teach in the Lassen Community College District and includes both policies and procedures.

POLICY SECTION

The Lassen Community College District lists minimum qualifications for faculty in the following areas of this handbook:

- 1) Lassen Community College Discipline List A: This is an alphabetical list of all of the disciplines that require a master's degree or its equivalent. This category contains mostly academic and transfer disciplines. Whenever this list mentions a master's degree, any degree in the discipline beyond the master's would also satisfy that qualification.
- 2) Lassen Community College Discipline List B: Disciplines on this list require a bachelor's or associated degree in a specific area. The professional experience required (two years/bachelors or six years/associate) must be directly related to the faculty member's teaching assignment.
- 3) Lassen Community College Discipline List C: This is an alphabetical list of all of the disciplines in which a master's degree is not generally expected or available. This category contains mostly career technical educational disciplines. The minimum qualifications for disciplines on this list are any bachelor's or associate degree. Unless otherwise noted the professional experience required (two years/bachelors or six years/associate) must be directly related to the faculty member's teaching assignment. Professional experience is required when the applicant possesses a master's degree. As used here "professional experience" includes teaching experience. "Teaching experience" is defined as serving in the capacity of an instructor responsible for development and delivery of formalized educational content designed to meet established standards in an academic or industry setting. "Occupational experience" does not include teaching experience. "Year" means that period of time, which in that occupation is accepted by contract or general agreement as a regular work year for that occupation on a full-time basis. (Title V, Section 53404; Ed Code 87359)
- 4) Lassen Community College Discipline List D: This is an alphabetical list of all of the disciplines pertaining to non-credit instruction. The minimum qualifications for service as a faculty member teaching a noncredit course shall be the same as the minimum qualifications for credit instruction in the appropriate discipline, or as indicated on this list.

In addition to other minimum qualifications specified here, the minimum qualifications shall include a current, valid certificate to work or license to practice in California, whenever the instructor's possession of such a certificate or license is required for program or course approval [Title V, Section 53417].

All degrees and units used to satisfy minimum qualification shall be from accredited institutions (post-secondary institutions accredited by an accreditation agency recognized by either the U.S. Department of Education or the Council on Post-secondary Accreditation; not to mean an institution "approved" by the California Department

of Education or by the California Council for Private Post-secondary and Vocational Education). (Title V, Section 53406) In order for any foreign degree to be considered towards meeting any minimum qualifications requirement, it must be accompanied by a transcript evaluation provided by a National Association of Credential Evaluation Services (NACES) member agency. NACES member agencies may be found at: www.NACES.org

** Applicants with Limited Service Credentials issued in districts other than Lassen College Community District must meet minimum qualifications directly or through equivalency as determined utilizing the Lassen Community College Verification Process. (Lassen Community College does not grandfather Limited Service Credentials from other districts).

Philosophy

It is the policy of Lassen Community College that faculty hiring procedures and guidelines be established to provide for a college faculty of highly qualified people who are expert in their subject matter areas, who are skilled in teaching and meeting the needs of a varied student population, who can foster overall college effectiveness, and who are sensitive to and themselves represent the racial and cultural diversity of the district community.

The governing board represented by the administration has the principal legal and public responsibility for ensuring an effective hiring process.

No one may be hired to serve as a community college faculty member or educational administrator under the authority granted by the regulations unless the governing board determines that he or she possesses qualifications that are at least equivalent to the minimum qualifications specified in regulations of the board of governors adopted pursuant to Section 87356. The criteria used by the governing board in making the determination shall be reflected in the governing board's action employing the individual. (Title V, Section 87359 a)

The faculty represented by the academic senate has a professional responsibility in the development and implementation of policies and procedures governing the hiring process, which is to ensure the quality of its faculty peers.

One part of the process to fulfill these responsibilities is a procedure to verify the qualifications of an applicant for a faculty position (full or part time). The applicant must meet the minimum qualification as stated on the approved disciplines lists. The verification procedure must include a process for determining when an applicant for a faculty position, though lacking the exact degree or experience specified in the Lassen Community College Disciplines Lists, nonetheless does possess "qualifications that are at least equivalent" (Title V, Section 53430; Ed Code, Section 87359) to those specified.

The Verification Process

1) Verification that an applicant meets minimum qualifications (directly or through equivalency) will occur prior to hiring committee screening with the exception of coaching applicants. Senate action approved 4/12/23 provides that for coaching applicants, "only that minimal qualifications will be verified prior to employment offer". All Lassen Community College instructors must be appropriately certified [Title V, Section 51963].

2) All Lassen Community College faculty applicants will submit online applications with attached documents

through the district's web based hiring platform.

3) It shall be the responsibility of the applicant to provide the Human Resources Department with a complete application and all documentation (transcripts, credentials and verification of experience) necessary to evaluate their qualifications.

4) All applicant records shall be confidential.

5) When the Human Resources Department has determined that an applicant has submitted all required documentation, they will electronically forward the applicant's completed electronic file to the Minimum Qualifications Chair.

6) The Minimum Qualifications/Equivalency Chair will review the applicant's electronic file and update the applicant's application status through the web based hiring platform and ultimately complete the "Applicant Qualifications" section of the Lassen Community College Verification Review form. For disciplines requiring outside agency instructor approval to allow course instruction, such as the BVNPT approval requirement to offer instruction of courses within the discipline of licensed vocational nursing, the outside agency approval will be included in the applicant's application package and be received before the hiring committee's first meeting for the applicant to be considered qualified as outlined by our Hiring and Selection processes.

- a) If the applicant provides either: 1) documented evidence (transcripts, verification of experience, etc.) that they meet the minimum qualifications exactly as specified on the Discipline Lists (A, B, or C) or
2) or documented evidence (copy of credential) that they possess a California Community College Instructors Credential valid for life in the discipline of assignment, the Lassen Community College Verification Review form will be signed and forwarded to Academic Services for the Chief Instructional Officer, or designee's, signature.
- b) If an applicant does not possess the minimum qualifications as specified on the Lassen Community College Disciplines Lists, it is the applicant's responsibility to apply for equivalency on the appropriate form and provide conclusive evidence to support their claim (see page 37 of this document for the Equivalency Application form and pages 7-9 for more information regarding equivalency criteria, guidelines, evidence and appeals process). Upon the applicant's request for equivalency, the Minimum Qualifications/Equivalency Chair will provide subject area faculty with the applicant's application and documentation (transcripts, credentials and verification of experience) to evaluate and recommend whether the applicant possess qualifications at least equivalent to the minimum qualifications appearing on the approved Disciplines Lists. Subject area faculty recommendations will then be presented to the Academic Senate for equivalency determination and be forwarded to the Board of Trustees for final approval. In the event that Lassen Community College does not employ a full time faculty member in the discipline in question, the Minimum Qualifications/Equivalency Chair will meet with the full time subject area faculty in a reasonably related discipline, and the Academic Senate. The subject area faculty, Minimum Qualifications/Equivalency Chair and Chief Instructional Officer, or designee, will complete and sign the Lassen Community College Verification Review form.

(name, discipline, type of verification, date) will be recorded before the form is sent to the Human Resources Department.

7) The Academic Senate will prepare a governing board agenda item each month for official approval of each applicant verified to meet minimum qualifications through equivalency.

8) Following governing board approval, the President's Office will forward Board minutes addressing the applicant's equivalency to the Human Resources Department to be included in the applicant's personnel file and to Academic Services to be included in a listing of potential instructors by discipline.

9) The Human Resources Department will send written notification to each applicant informing them of the action on their application: (a) minimum qualifications not met or (b) minimum qualifications met in a specific discipline. A copy of the letter will be placed in the applicant's personnel file.

Criteria for Equivalency

Applicants do possess the equivalent qualification who have appropriate courses for a particular degree but do not possess the specific degree named on the Lassen Community College Disciplines Lists [Board of Governors Lists adopted September 12, 1996, revised November 8, 1999 revised November 2002, revised September 2005, revised November 2009; Title V, Section 53407].

The applicant who claims equivalent qualifications will provide conclusive evidence that their qualifications are at least equivalent to what is required by the disciplines lists. The conclusive evidence must be as clear and reliable as the college transcripts being submitted by other applicants. Specifically, the one making the claim must provide conclusive evidence of the following:

1) Equivalency for a required degree (see page 7, #6 b):

The applicant must possess at least the equivalent in level of achievement, breadth and depth of understanding for each of the following separate criteria. An applicant must provide conclusive evidence in regards to both "a" and "b":

- a) The general education course work required for that degree
- b) The major course work required for that degree

2) Equivalency for required experience (see page 6, #6 b):

The applicant must possess a thorough and broad skill and knowledge for each of the following as separate criteria. An applicant must provide conclusive evidence in regards to both "a" and "b":

- a) Mastery of the skills of the vocation.
- b) Extensive and diverse knowledge of the vocation.

Conclusive Evidence to Support Equivalency

For Disciplines Requiring a Master’s Degree (listed in Disciplines List A):

In order to be considered for equivalency, In the case of disciplines normally requiring a Master’s degree, the minimum standard shall be any one of the following:

For academic disciplines, the minimum qualifications are a masters’ degree in the discipline of the assignment, or a bachelor’s degree in the discipline of the assignment and a master’s degree in a reasonably related discipline. A statewide ‘disciplines list’ defines the degrees that are considered to be reasonably related.

A Master’s degree in a discipline which is not specifically named in “Minimum Qualifications for Faculty and Administrators in California Community Colleges” for the particular discipline in question, but which, when courses (and course descriptions) are carefully reviewed, clearly constitutes parallel and/or closely related coursework to the discipline which is specifically listed in “Minimum Qualifications for Faculty and Administrators in California Community Colleges” (Stanskas, John et. al., “EQUIVALENCE TO THE MINIMUM QUALIFICATIONS.” *Academic Senate for California Community Colleges*)

Possession of a master’s degree, or equivalent foreign degree, in a discipline reasonably related to the faculty member’s assignment and possession of a bachelor’s degree, or equivalent foreign degree, in the discipline of the faculty member’s assignment (Title 5 53410).

Documentation to support equivalency for Disciplines Requiring a Master’s Degree includes;

- 1) Transcripts showing those appropriate courses were successfully completed at an accredited college or through an appropriate foreign institution; (In order for any foreign degree to be considered towards meeting any minimum qualifications requirement, it must be accompanied by a transcript evaluation provided by a National Association of Credential Evaluation Services (NACES) member agency. NACES member agencies may be found at: www.NACES.org.)
- 2) Providing any relevant additional information regarding course content including published materials such as catalog descriptions, course outlines, and course syllabi.

For Disciplines in which the Master’s Degree Is Not Generally Expected or Available (listed in Disciplines List B and Disciplines List C) documentation to support equivalency includes:

1. Diploma showing degree and institution;
2. Transcripts showing those appropriate courses were successfully completed at an accredited college or through an appropriate foreign institution; (In order for any foreign degree to be considered towards meeting any minimum qualifications requirement, it must be accompanied by a transcript evaluation provided by a National Association of Credential Evaluation Services (NACES) member agency. NACES member agencies may be found at: www.NACES.org.)
3. Publications that show a command of the major in question, and/or the general education of the applicant, and/or their writing skills;

4. Other work products that show a command of the major or occupation in question;
5. The applicant must provide conclusive evidence of full time work experience that demonstrates mastery of the skills of the vocation, extensive diverse knowledge of the vocation and a broad basis for instruction at college level as determined by full time subject area faculty.

Employer statement, reference letters with chronological listings indicating dates and time frames of full timework experience, or other evidence of work experience in the appropriate discipline.

For self-employed applicants, “conclusive evidence of full time work experience” entails providing credible documentation from outside parties and would include such items as tax records, business license, or other governmental/licensing board evidence.

Equivalency Guidelines for Specific Disciplines:

Mathematics – Basic Skills: Noncredit Minimum Qualifications: Bachelor's in mathematics. CCR 53412(b)

LCC Academic Senate established the equivalency of a Bachelor’s degree in Mathematics as any bachelor’s degree and a current, Clear California Single Subject Teaching Credential in Mathematics.

Reading – Basic Skills: Noncredit Minimum Qualifications: Bachelor's in English, literature, comparative literature, composition, linguistics, speech, creative writing or journalism; OR a Bachelor's in any discipline AND twelve semester units of course work in teaching reading. CCR 53412(c)

LCC Academic Senate established the equivalency of a Bachelor's in any discipline AND twelve semester unitsof course work in teaching reading as any bachelor’s degree and a current, Clear California Single Subject Teaching Credential in English

Writing – Basic Skills: Noncredit: Bachelor’s degree in English, literature, comparative literature, composition, linguistics, speech, creative writing, or journalism; OR Bachelor’s degree in any discipline AND twelve semester units of coursework in teaching reading. CCR 53412(c)

LCC Academic Senate established the equivalency of a Bachelor's in any discipline AND twelve semester unitsof course work in teaching reading as any bachelor’s degree and a current, Clear California Single Subject Teaching Credential in English

Procedure for Appeal of Equivalency Determination before the Academic Senate

1. A letter requesting review of the equivalency determination should be sent to the President of the Academic Senate with copies to the appropriate dean and Director of Human Resources. The letter should include a clarification of the reasons why the individual making the appeal feels that he/she hasqualifications that are at least equivalent to the adopted minimum qualifications for the discipline in question.

2. The President of the Academic Senate shall review the application file to insure that all necessary information is included:
 - a. District Application Form or Resume
 - b. Transcripts
 - c. Copies of Credentials (if applicable)
 - d. References
 - e. Other documentation (test scores, verification of employment, etc.)
 - f. Completed Review for Certification Form including: minimum qualifications for the discipline in question, justification for denial of certification and signatures of subject area faculty, Minimum Qualification/Equivalency Committee Chair and authorizing administrator.

The application file must be complete before an appeal can be considered.

3. The President of the Academic Senate shall contact the Director of Human Resources to request a copy of the application file for each of the senators.
4. Senators will be given one week to review the file (all application files are strictly confidential).
5. One week prior to Academic Senate action the individual making the appeal, subject area faculty, Minimum Qualification/Equivalency Committee Chair and authorizing administrator will be advised of the Academic Senate meeting time and location and invited to address the Academic Senate concerning the qualifications of the individuals.
6. Generally the Academic Senate shall uphold the determinations of the subject area faculty, only for compelling reasons shall the Academic Senate reverse an equivalency determination. In instances of additional information the Academic Senate shall return the file through the Director of Human Resource to subject area faculty for re-evaluation.
7. All decisions of the Academic Senate are final.

Faculty Interns

A student employed as a faculty intern shall be employed as a temporary faculty member [Ed Code, Section 87482.5] and shall meet the minimum qualifications listed below:

- 1) Faculty interns shall be enrolled in a master's or doctoral program at the University of California, the California State University, or any other accredited institution of higher education subject to Chapter 3 of the Education Code, and shall have completed at least one-half of the coursework, or the equivalent, in that graduate program [Title V, Section 53502].
- 2)
- 3) Faculty interns shall only be assigned to teach or to serve in a discipline in which they would be legally qualified to teach or render service upon completion of their graduate studies. A faculty intern shall be limited to two years of participation in the program [Title V, Section 53502].
- 4) Each faculty intern shall serve under the direct supervision of a mentor who is legally qualified to teach the course or render the service that the faculty intern is providing. The mentor shall have no other assigned duties during the time that the faculty intern is teaching or rendering service. The mentor is responsible for providing

direct monitoring and systematic contact with the faculty intern [Title V, Section 53502].

The *Verification of Faculty to Meet Minimum Qualifications in Discipline of Instruction Resource Handbook* is a living document and subject to periodic review. The Lassen Community College Academic Senate must approve all revisions to this document.

DISCIPLINES SECTION

LASSEN COMMUNITY COLLEGE

DISCIPLINE LIST A

Credit Courses

This Disciplines List (Title V, Section 53407) is subject to periodic revisions upon receipt of updates from the Chancellor's Office. **This list is valid for Credit Courses (numbered 1-149 at Lassen Community College).**

Minimum Qualifications for Disciplines Requiring a Master's Degree

Accounting	<p>Master's in accountancy or business administration with accounting concentration OR Bachelor's in business with accounting emphasis or business administration with accounting emphasis or economics with an accounting emphasis AND Master's in business, business administration, business education, economics, taxation, or finance OR the equivalent Master's degree.</p> <p><i>. (Note: Bachelor's degree in accountancy or business administration with accounting concentration AND Certified Public Accountant in the state of California is an alternative qualification for this discipline) (Title V; Section 53410.1)</i></p>
Adapted Computer Technology: Disabled Students Programs and Services	See listing under Disabled Students Programs and Services positions. CCR 53414(d)(1)(2)
African American Studies	<p>Master's degree in African-American/Black/Africana Studies OR Bachelor's degree in African-American/Black/Africana Studies AND master's degree in Ethnic Studies OR the equivalent Master's degree.</p>
Agriculture	<p>Master's in agriculture, agriculture sciences or education with a specialization in agriculture or other agricultural area (including: agricultural business, agricultural engineering, agricultural mechanics, agronomy, animal science, enology, environmental (ornamental) horticulture, equine science, forestry, natural resources, plant science, pomology, soil science, viticulture or other agricultural science) OR the equivalent Master's degree.</p>
Anthropology	<p>Master's in anthropology or archaeology OR Bachelor's in either of the above AND Master's in sociology, biological sciences, forensic sciences, genetics or paleontology OR the equivalent Master's degree.</p>
Art	<p>Master's in fine arts, art, or art history OR Bachelor's in any of the above AND Master's in humanities OR the equivalent Master's degree. <i>(Note: "Master's</i></p>

	<i>in fine arts" as used here refers to any master's degree in the subject matter of fine arts, which is defined to include visual studio arts such as drawing, painting, sculpture, printmaking, ceramics, textiles, and metal and jewelry art; and also art education and art therapy. It does not refer to the "Masters of Fine Arts" (MFA) degree when that degree is based on specialization in performing arts or dance, film, video, photograph, creative writing, or other non-plastic arts.)</i>
Art History	Master's degree in art history, history of art and architecture, or visual culture/visual studies OR bachelor's degree in art history and master's degree in history OR master's degree in art with a recorded emphasis or concentration in art history OR the equivalent Master's degree.
Asian American Studies	Master's degree in Asian American Studies OR Master's degree in Ethnic Studies AND Bachelor's degree in Asian American Studies OR the equivalent.
Astronomy	See Physics/Astronomy
Biological Sciences	Master's in any biological science OR Bachelor's in any biological science AND Master's in biochemistry, biophysics, or marine science OR the equivalent Master's degree.
Business	Master's in business, business management, business administration, accountancy, finance, marketing, or business education OR Bachelor's in any of the above AND Master's in economics, personnel management, public administration, or JD or LLB degree OR Bachelor's in economics with a business emphasis AND Master's in personnel management, public administration, or JD or LLB degree OR the equivalent Master's degree.
Business Education	Master's in business, business administration, or business education OR Bachelor's in any of the above AND Master's in vocational education OR the equivalent Master's degree.
Chemistry	Master's in chemistry OR Bachelor's in chemistry or biochemistry AND Master's in biochemistry, chemical engineering, chemical physics, physics, molecular biology, or geochemistry OR the equivalent Master's degree.
Chicano Studies	Master's degree in Chicano Studies OR Ethnic Studies OR the equivalent Master's degree.

Child Development/ Early Childhood Education	Master's degree in child development, early childhood education, human development, home economics/family and consumer studies with a specialization in child development/early childhood education, or educational psychology with a specialization in child development/early childhood education OR bachelor's degree in any of the above AND master's degree in social work, educational supervision, elementary education, special education, psychology, bilingual/bicultural education, life management/home economics, family life studies, or family and consumer studies OR the equivalent Master's degree.
Classics	Master's degree in classics OR a bachelor's degree in classics AND a master's degree in history (with a concentration in ancient Mediterranean areas), English literature, comparative literature, classical archaeology OR the equivalent
Communication Studies (Speech Communication)	Master's in speech, speech broadcasting, telecommunications, rhetoric, communication, communication studies, speech communication, or organizational communication OR Bachelor's in any of the above AND Master's in drama/theater arts, mass communication, or English OR the equivalent Master's degree.
Computer Science	Master's in computer science or computer engineering OR Bachelor's in either of the above AND Master's in mathematics, cybernetics, business administration, accounting, or engineering OR Bachelor's in engineering AND Master's in cybernetics, engineering, mathematics, or business administration OR Bachelor's in mathematics AND Master's in cybernetics, engineering, mathematics, or business administration OR Bachelor's degree in any of the above AND a Master's degree in information science, computer information systems, or information systems OR the equivalent Master's degree. (<i>Note: Courses in the use of computer programs for application to a particular discipline may be classified, for minimum qualifications purposes, under the discipline of the application.</i>)
Counseling	Master's in; counseling, rehabilitation counseling, clinical psychology, counseling psychology, guidance counseling, educational counseling, education with emphasis in counseling and/or student services / student affairs / student personnel, social work, or career development, OR the equivalent Master's degree. (<i>Note: A bachelor's degree in one of the listed degrees and a license as a Marriage and Family Therapist (MFT) is an alternative qualification for this discipline.</i>) (Title V; Section 53410.1)
Counseling: Disabled Students Programs and Services	See Disabled Students Programs and Services positions.

Counseling: EOPS	<p>*Master's degree in counseling, rehabilitation counseling, clinical psychology, counseling psychology, guidance counseling, educational counseling, social work, or career development, or the equivalent, AND EOPS counselors hired after October 24, 1987, shall: (1) Have completed a minimum of nine semester units of college course work predominantly relating to ethnic minorities or persons handicapped by language, social, or economic disadvantages OR (2) Have completed six semester units or the equivalent of a college-level counseling practicum or counseling field-work courses in a community college EOPS program, or in a program dealing predominantly with ethnic minorities or persons handicapped by language, social, or economic disadvantages</p> <p>AND In addition, an EOPS counselor hired after October 24, 1987, shall have two years of occupational experience in work relating to ethnic minorities or persons handicapped by language, social, or economic disadvantages. CCR 56264(a-c)</p>
Disabled Students Programs and Services positions ----- --	
Adapted Computer Technology: Disabled Students Programs and Services	Master's in special education, education, psychology, educational psychology Technology or rehabilitation counseling AND fifteen units of upper division or graduate study in adapted computer technology OR the equivalent Master's degree.
Deaf and Hearing Impaired: Disabled Students Programs and Services	*Master's, or equivalent foreign degree, in the category of disability, special education, education, psychology, educational psychology, or rehabilitation counseling; AND Fifteen semester units of upper division or graduate study in deaf and hearing impaired. CCR 53414(d)(1)(2)(c)
Developmental Disabilities: Disabled Students Programs and Services	*Master's, or equivalent foreign degree, in the category of disability, special education, education, psychology, educational psychology, or rehabilitation counseling; AND Fifteen semester units of upper division or graduate study in the area of developmental disabilities. CCR 53414(d)(1)(2)(b)

Disabled Student Programs and Services: Coordinator

The designated coordinator or director [of DSPS] must meet the minimum qualifications for a DSPS counselor or instructor set forth in Section 53414(a) through (d)

§ 53414. Minimum Qualifications for Disabled Students Programs and Services Employees.

(a) The minimum qualifications for service as a community college counselor of students with disabilities shall be satisfied by meeting one of the following requirements;

- (1) Master's degree in rehabilitation counseling, or
- (2) Master's degree in counseling, guidance counseling, student personnel, clinical or counseling psychology, education counseling, social work, career development, marriage and family therapy, marriage, family and child counseling, or a Bachelor's degree in marriage and family therapy or in marriage, family and child counseling and possession of a license as a Marriage and Family Therapist (MFT); and either fifteen or more semester units in upper division or graduate level course work specifically related to people with disabilities, or completion of six semester units, or the equivalent of a graduate-level counseling practicum or counseling field work courses, in a post-secondary Disabled Students Programs and Services (DSPS) Program or in a program dealing predominantly or exclusively with people with disabilities, or two years of full-time experience, or the equivalent, in one or more of the following:
 - (A) Counseling for students with disabilities; or
 - (B) Counseling in industry, government, public agencies, military or private social welfare organizations in which the responsibilities of the position were predominantly or exclusively for persons with disabilities, or the equivalent.

(b) The minimum requirements for service as a community college faculty member teaching a credit course in adapted physical education shall be the minimum qualifications for an instructor of credit physical education, and fifteen semester units of upper division or graduate study in adapted physical education.

The minimum requirements for service to work with students with speech and language disabilities shall be satisfied by meeting the following requirements:

- (1) Possession of a master's degree, or equivalent foreign degree, in speech pathology and audiology, or in communication disorders; and
- (2) Licensure or eligibility for licensure as a speech pathologist or audiologist by the Medical Board of California.

(d) Except as provided in Subsections (a) through (c) above, the minimum requirements for service as a community college faculty member to provide credit specialized instruction for students with disabilities shall be satisfied by meeting the following requirements:

- (1) Possession of a master's degree, or equivalent foreign degree, in the category of disability, special education, education, psychology, educational psychology, or rehabilitation counseling; and
- (2) Fifteen semester units of upper division or graduate study in

the area of disability, to include, but not be limited to:

- Learning disabilities;
- Developmental disabilities;
- Deaf and hearing impaired;
- Physical disabilities; or
- Adapted computer technology.

OR meet the minimum qualifications for an educational administrator set forth in Section 53420:

53420. Minimum Qualifications for Educational Administrators. The minimum qualifications for service as an educational administrator shall be both of the following:

- (a) Possession of a master's degree; and
- (b) One year of formal training, internship, or leadership experience reasonably related to the administrator's administrative assignment.

AND

Have two (2) years full-time experience or the equivalent within the last four (4) years in one or more of the following fields:

instruction or counseling or both in a higher education program for students with disabilities;

administration of a program for students with disabilities in an institution of higher education;

teaching, counseling or administration in secondary education, working predominantly or exclusively in programs for students with disabilities; or

administrative or supervisory experience in industry, government, public agencies, the military, or private social welfare organizations, in which the responsibilities of the position were predominantly or exclusively related to persons with disabilities

<p>Community College Counselor of Students with Disabilities</p>	<p>Master's degree in rehabilitation counseling OR Master's degree in counseling, guidance counseling, student personnel, clinical or counseling psychology, education counseling, social work, career development, marriage and family therapy, marriage, family and child counseling, or a Bachelor's degree in marriage and family therapy or in marriage, family and child counseling and possession of a license as a Marriage and Family Therapist (MFT); and either 15 or more semester units in upper division or graduate level course work related to people with disabilities, or completion of six semester units, or the equivalent of a graduate-level counseling practicum or counseling field work courses, in a post-secondary Disabled Students Programs and Services program or in a program dealing with people with disabilities, or two years of full-time experience, or the equivalent, in one or more of the following: (A) Counseling for students with disabilities; or (B) Counseling in industry, government, public agencies, military or private social welfare organizations in which the responsibilities are for persons with disabilities, OR the equivalent Master's degree. CCR 53414(a)</p>
<p>Learning Disabilities: Disabled Students Programs and Services</p>	<p>*Master's degree, or equivalent foreign degree, in the category of disability, special education, education, psychology, educational psychology, or rehabilitation counseling; AND Fifteen semester units of upper division or graduate study in the area of disability.</p>
<p>Learning Disabilities Specialist:</p>	<p>Master's degree in learning disabilities, special education, education, psychology, speech language pathology, communication disorders, educational or school psychology, counseling, or rehabilitation counseling AND 15 semester units of upper division or graduate study in the area of learning disabilities, to include, adult cognitive and achievement assessment OR the equivalent Master's degree. (Title V; Section 53414)(f)</p>
<p>Physical Disabilities: Disabled Students Programs and Services</p>	<p>*Master's, or equivalent foreign degree, in the category of disability, special education, education, psychology, educational psychology, or rehabilitation counseling; AND Fifteen semester units of upper division or graduate study in physical disabilities.</p>

Physical Education (Adapted): Disabled Students Programs and Services	Master's in physical education, exercise science, education with an emphasis in physical education, kinesiology, physiology of exercise, or adaptive physical education OR Bachelor's in any of the above AND Master's in any life science, dance, physiology, health education, recreation administration, or physical therapy OR the equivalent AND 15 semester units of upper division or graduate study in adapted physical education. CCR 53414(d)
Speech and Language Pathology: Disabled Students Programs and Services	*Master's, or equivalent foreign degree, in speech pathology and audiology, or in communication disorders; AND Licensure or eligibility for licensure as a speech pathologist or audiologist by the Medical Board of California. CCR 53414(c).
End of Disabled Students Programs and Services Positions List ----- ---	
Dance	Master's in dance, physical education with a dance emphasis, or theater with dance emphasis, OR bachelor's in any of the above AND master's in physical education, any life science, physiology, theater arts, kinesiology, humanities, performing arts, or music OR the equivalent Master's degree.
Dietetics/Nutritional Science	See Nutritional Science
Deaf and Hearing Impaired: Disabled Students Programs and Services	See Disabled Students Programs and Services positions.
Developmental Disabilities: Disabled Students Programs and Services	See Disabled Students Programs and Services positions.
Drama/Theater Arts	Master's or Master of Fine Arts in drama/theater arts/ performance OR Bachelor's or Bachelor of Fine Arts in drama/theater arts/performance AND Master's in comparative literature, English, communication studies, speech, literature or humanities OR the equivalent Master's degree.
Earth Science	Master's in geology, geophysics, earth sciences, meteorology, oceanography, or paleontology OR Bachelor's in geology AND Master's in geography, physics, or geochemistry OR the equivalent Master's degree.

Ecology	Master's in ecology or environmental studies OR the equivalent Master's degree.
Economics	Master's in economics OR Bachelor's in economics AND Master's in business, business administration, business management, business education, finance, or political science OR the equivalent Master's degree.
Education	Master's in education OR the equivalent Master's degree.
Engineering	Master's in any field of engineering OR Bachelor's in any of the above AND Master's in mathematics, physics, computer science, chemistry, or geology OR the equivalent Master's degree. (<i>Note: A Bachelor's in any field of engineering with a valid California professional engineer's license is an alternative qualification for this discipline.</i>) (Title V; Section 53410.1)
Engineering Technology	Master's in any field of engineering technology or engineering OR Bachelor's in either of the above AND Master's in physics, mathematics, computer science, biological science, or chemistry OR Bachelor's degree in industrial technology, engineering technology or engineering AND a professional engineer's license OR the equivalent Master's degree.
English	Master's in English, literature, comparative literature, or composition OR Bachelor's in any of the above AND Master's in linguistics, TESL, speech, education with a specialization in reading, creative writing, or journalism OR the equivalent Master's degree.
English as a Second Language (ESL)	Master's in TESL, TESOL, applied linguistics with a TESL emphasis, linguistics with a TESL emphasis, English with a TESL emphasis, or education with a TESL emphasis OR Bachelor's in TESL, TESOL, English with a TESL certificate, linguistics with a TESL certificate, applied linguistics with a TESL certificate, or any foreign language with a TESL certificate AND Master's in linguistics, applied linguistics, English, composition, bilingual/bicultural studies, reading, speech, or any foreign language OR the equivalent Master's degree.
Ethnic Studies	Master's in African American Studies, Black Studies, Africana Studies, Latino Studies, La Raza Studies, Chicana/o Studies, Asian American Studies, Native American Studies, or American Indian Studies OR Master's in Ethnic Studies OR the equivalent

Family and Consumer Studies/Home Economics	Master's in family and consumer studies, life management/home economics, or home economics education OR Bachelor's in any of the above AND Master's in child development, early childhood education, human development, gerontology, fashion, clothing and textiles, housing/interior design, food/nutrition, or dietetics and food administration OR the equivalent Master's degree.
Film Studies	Master's in film, drama/theater arts, or mass communication OR Bachelor's in any of the above AND Master's in media studies, English, or communication OR the equivalent Master's degree.
Foreign Languages	Master's in the language being taught OR Bachelor's in the language being taught AND Master's in another language or linguistics OR the equivalent Master's degree.
Geography	Master's in geography OR Bachelor's in geography AND Master's in geology, history, meteorology, or oceanography OR the equivalent Master's degree.
Gerontology	Master's in gerontology OR the equivalent Master's degree.
Health	Master's degree in health science, health education, biology, nursing, physical education, kinesiology, exercise science, dietetics, nutrition, or public health OR bachelor's degree in any of the above AND master's in any biological science OR the equivalent Master's degree.
Health Services Director/Health Services Coordinator/College Nurse	<p>*Master's degree in nursing and a California Public Health Nurse certificate; OR Bachelor's degree in nursing, a California Public Health Nurse certificate, and a master's degree in health education, sociology, psychology, counseling, health care administration, public health, or community health.</p> <p>Note: Other health services personnel shall not be subject to statewide minimum qualifications; however, all personnel shall possess appropriate valid, current licensure or certification to practice in California when required by law. Ancillary personnel shall work under appropriate supervision when required by their license laws.</p> <p><i>*This is a paraphrased version of title 5, §53411. If there is any conflict between the paraphrased language and the title 5 language, the title 5 language shall prevail.</i></p>
History	Master's in history OR Bachelor's in History AND Master's in political science, humanities, geography, area studies, women studies, social science, or ethnic studies OR the equivalent Master's degree.
Homeland Security	Master's degree in Homeland Security, Emergency Management, Emergency Preparedness, Crises Management, Disaster Management, or Cybersecurity OR the equivalent Master's degree.
Humanities	Master's in humanities OR the equivalent Master's degree.

Instructional Design/Technology	Master's in instructional design/technology or educational technology OR the equivalent Master's degree.
Interdisciplinary Studies	Master's in the interdisciplinary area OR Master's in one of the disciplines included in the interdisciplinary area and upper division or graduate coursework in at least one other constituent discipline.
Interdisciplinary Studies-Physical Science	Master's in the physical science OR Master's in astronomy, chemistry, geography, geology or physics and upper division or graduate course work in at least one of the other disciplines.
Journalism	Master's in journalism or communication with a specialization in journalism OR Bachelor's in either of the above AND Master's in English, history, communication, literature, composition, comparative literature, any social science, business, business administration, marketing, graphics, or photography OR the equivalent Master's degree.
Kinesiology	Master's degree in kinesiology, physical education, exercise science, education with an emphasis in physical education, kinesiology, physiology of exercise or adaptive physical education OR bachelor's degree in any of the above AND master's degree in any life science, dance, physiology, health education, recreation administration, or physical therapy OR the equivalent Master's degree.
Law	JD or LLB (<i>Note: Courses in aspects of law for application to a particular discipline may be classified, for minimum qualifications purposes, in the discipline of the application.</i>)
Learning Assistance or Learning Skills Coordinators or Instructors, and Tutoring Coordinators	*Any master's degree level discipline in which learning assistance or tutoring is provided at the college where the coordinator is employed; OR A master's degree in education, educational psychology, or instructional psychology, or other Master's degree with emphasis in adult learning theory. Note: Minimum qualifications do not apply to tutoring or learning assistance for which no apportionment is claimed.
Learning Disabilities: Disabled Students Programs and Services	See Disabled Students Programs and Services Positions.
Learning Disabilities: Specialist	See Disabled Students Programs and Services Positions.
Library Science	Master's in library science, library and information science OR the equivalent Master's degree.

Linguistics	Master's in linguistics or applied linguistics OR Bachelor's in linguistics AND Master's in TESOL, anthropology, psychology, sociology, English, or any foreign language OR the equivalent Master's degree.
Management	Master's in business administration, business management, business education, marketing, public administration, or finance OR Bachelor's in any of the above AND Master's in economics, accountancy, taxation, or law OR the equivalent Master's degree.
Marketing	Master's in business administration, business management, business education, marketing, advertising, or finance OR Bachelor's in any of the above AND Master's in economics, accountancy, taxation, or law OR the equivalent Master's degree.
Mass Communication	Master's in radio, television, film, mass communication, or journalism OR Bachelor's in any of the above AND Master's in drama/theater arts, communication, speech communication, business, telecommunications, or English OR the equivalent Master's degree.
Mathematics	Master's in mathematics or applied mathematics OR Bachelor's in either of the above AND Master's in statistics, physics, or mathematics education OR the equivalent Master's degree.
Music	Master's in music OR Bachelor's in music AND Master's in humanities OR the equivalent Master's degree.
Nanotechnology	Master of Science degree in a STEM-related field, such as Chemistry, Physics, Biochemistry, or Engineering AND A minimum of two years teaching nanotechnology courses in a college/university OR Two years of industry work experience as a leading scientist/engineer on a nanotechnology project
Native American/ American Indian Studies	Master's degree in Native American/American Indian Studies OR Master's degree in Ethnic Studies AND Bachelor's degree in Native American/American Indian studies OR the equivalent.
Nursing	Master's in nursing OR Bachelor's in nursing AND Master's in health education or health science OR the equivalent OR the minimum qualifications as set by the Board of Registered Nursing, whichever is higher.

Some positions on this list have additional requirements based in part upon the requirements of external regulatory bodies. See position-specific requirements listed below;

Registered Nursing Faculty

1. Hold a current California active license as a Registered Nurse; and
2. Master's or higher degree, which includes course work in nursing, education or administration.
3. Direct patient care experience within the previous five (5) years in the nursing areas (geriatrics, medical-surgical, mental health/psychiatric nursing, obstetrics, or pediatrics) to which the faculty is assigned, that can be met either one of the following:
 - (A) One (1) year's continuous, full-time or its equivalent experience providing direct patient care as a registered nurse in the designated nursing area; or
 - (B) One (1) academic year of registered nurse level clinical teaching experience in the designated nursing area or its equivalent that demonstrate clinical competency;
- and
4. Validated clinical competence. "Clinically competent" as defined in CCR section 1420(d), which means that a nursing program faculty member possesses and exercises the degree of learning, skill, care and experience ordinarily possessed and exercised by staff level registered nurses of the nursing area to which the faculty member is assigned.
5. The equivalent of one (1) year's teaching experience can be met by:
 - (a) teaching in a pre- or post-licensure registered nursing program for one academic year; or
 - (b) completion of a post-baccalaureate registered nursing educational course that includes practice in teaching registered nursing given by an accredited college or nursing school. The course includes teaching strategies, course outline and lesson plan development, evaluation, and practice teaching.

Registered Nursing Clinical Faculty

1. Hold a current California active license as a Registered Nurse; and
2. Baccalaureate degree from an accredited college which shall include courses in nursing, or in a natural, behavioral, or social science relevant to nursing practice.
3. Direct patient care experience within the previous five (5) years in the nursing areas (geriatrics, medical-surgical, mental health/psychiatric nursing, obstetrics, or pediatrics) to which the faculty is assigned, that can be met either one of the following:
 - (A) One (1) year's continuous, full-time or its equivalent experience providing direct patient care as a registered nurse in the designated nursing area; or
 - (B) One (1) academic year or of registered nurse level clinical teaching experience in the designated nursing area or its equivalent that demonstrate clinical competency.

Nutritional Science/ Dietetics	Master's in nutrition, dietetics, or dietetics and food administration OR Bachelor's in any of the above AND Master's in chemistry, public health, or family and consumer studies/home economics OR the equivalent Master's degree. (Note: A Bachelor's in nutrition, dietetics, or dietetics and food administration, and valid certification as a registered dietitian in California, is an alternative qualification for this discipline.) (Title V; Section 53410.1)
Peace Studies	Master's in peace studies, peace and conflict studies, peace and justice studies, OR the equivalent Master's degree.
Philosophy	Master's in philosophy OR Bachelor's in philosophy AND Master's in humanities or religious studies OR the equivalent Master's degree.
Photography	Master's in photography fine arts, or art OR Bachelor's in any of the above AND Master's in art history or humanities OR the equivalent Master's degree.
Physical Disabilities: Disabled Students Programs and Services	See Disabled Students Programs and Services Positions.
Physical Education	Master's in physical education, exercise science, education with an emphasis in physical education, kinesiology, physiology of exercise, or adaptive physical education OR Bachelor's in any of the above AND Master's in any life science, dance, physiology, health education, recreation administration, or physical therapy OR the equivalent Master's degree.
Physical Education (Adapted): Disabled Students Programs and Services	See Disabled Students Programs and Services Positions.
Physical Sciences	See Interdisciplinary Studies
Physics/Astronomy	Master's in physics, astronomy, or astrophysics, OR Bachelor's in physics or astronomy AND Master's in engineering, mathematics, meteorology, or geophysics, OR the equivalent Master's degree.
Political Science	Master's in political science, government, or international relations OR Bachelor's in any of the above AND Master's in economics, history, public administration, social science, sociology, any ethnic studies, JD, or LLB OR the equivalent Master's degree.
Psychology	Master's in psychology OR Bachelor's in psychology AND Master's in counseling, sociology, statistics, neuroscience, or social work OR the equivalent Master's degree.

Reading	Master's in education with a specialization in reading or teaching reading OR Bachelor's in any academic discipline AND twelve semester units of course work in teaching reading AND Master's in English, literature, linguistics, applied linguistics, composition, comparative literature, TESL, or psychology OR the equivalent Master's degree.
Recreation Administration	Master's in recreation administration or physical education OR Bachelor's in either of the above AND Master's in dance, gerontology, or public administration, OR the equivalent Master's degree.
Registered Behavior Technician	Master's in behavior analysis, education, or psychology OR the equivalent AND certification as a Board-Certified Behavior Analyst (BCBA) as set by the Behavior Analyst Certification Board (BACB).
Religious Studies	Master's in religious studies, theology, or philosophy OR Bachelor's in any of the above AND Master's in humanities OR the equivalent Master's degree.
Social Science	Master's in social science OR See Interdisciplinary Studies.
Sociology	Master's in sociology OR Bachelor's in sociology AND Master's in anthropology, any ethnic studies, social work, or psychology OR the equivalent Master's degree.
Speech Communication	See Communication Studies.
Speech Language Pathology	Master's in speech pathology, speech language pathology, speech language and hearing sciences, communicative disorders, communication sciences and disorders, or education with a concentration in speech pathology OR the equivalent Master's degree.
Speech Language Pathology: Disabled Student Programs and Services	See Disabled Students Programs and Services positions.
Theater Arts	See Drama/Theater Arts
Women's Studies	Master's in women's studies OR the equivalent OR see Interdisciplinary Studies.
Work Experience Instructors or Coordinators	Minimum qualifications in any discipline in which work experience may be provided at the college where the instructor or coordinator is employed (Title V; Section 53416).

LASSEN COMMUNITY COLLEGE

DISCIPLINE LIST B

Credit Courses

This Disciplines List (Title V, Section 53407 - List initiated by the Board of Governors November 2009) is subject to periodic revisions upon receipt of updates from the Chancellor's Office. **This list is valid for Credit Courses (numbered 1-149 at Lassen Community College).**

Minimum Qualifications for Disciplines Requiring a Specific Bachelor’s or Associate’s Degree and Professional Experience

<u>Discipline</u>	<u>Minimum Qualifications Required for Discipline</u>
Biotechnology	Bachelor’s degree in biological science, chemistry, biochemistry, or engineering, and two years of full-time related work experience.
Citizenship: Noncredit	See Discipline List D: Non-Credit
English as a Second Language (ESL): Noncredit	See Discipline List D: Non-Credit
Health and Safety: Noncredit	See Discipline List D: Non-Credit
Home Economics: Noncredit	See Discipline List D: Non-Credit
Interdisciplinary Basic Skills: Non-Credit	See Discipline List D: Non-Credit
Mathematics-Basic Skills: Noncredit	See Discipline List D: Non-Credit
Older Adults: Noncredit	See Discipline List D: Non-Credit
Parent Education: Noncredit	See Discipline List D: Non-Credit
Pharmacy Technology	See Discipline List C: Credit Courses
Reading-Basic Skills Noncredit	See Discipline List D: Non-Credit
Specialized Instruction (Disabled Students Programs and Services) Noncredit	See Discipline List D: Non-Credit

Specialized Instruction (Disabled Students Programs and Services) Vocational Noncredit	See Discipline List D: Non-Credit
Supply Chain Technology	Any bachelor's degree and two years of professional experience OR and associate degree in supply chain technology, automated systems technician, mechatronics or related discipline AND six years of professional experience related to the field.
Vocational (short term): Noncredit	See Discipline List D: Non-Credit
Writing-Basic Skills: Noncredit	See Discipline List D: Non-Credit

LASSEN COMMUNITY COLLEGE

DISCIPLINE LIST C

Credit Courses

This Disciplines List (Title V, Section 53407) is subject to periodic revisions upon receipt of updates from the Chancellor's Office. **This list is valid for Credit Courses (numbered 1-149 at Lassen College).**

Minimum Qualifications for Disciplines Requiring Any Degree and Professional Experience

The **standard minimum qualifications** for disciplines on this list are; any bachelor’s degree or higher and two years of professional experience, or any associate degree and six years of professional experience. As used here, “professional experience” includes teaching experience. “Teaching experience” is defined as serving in the capacity of an instructor responsible for development and delivery of formalized educational content designed to meet established standards in an academic or industry setting. Professional experience is required when the applicant possesses a master’s degree. The professional experience required must be directly related to the faculty member’s teaching assignment.

Additional certifications may be required to instruct courses regulated by professional licensing and certification bodies including; POST, BVNPT, NWCG, California State Fire Marshal, California Department of Public Health, American Red Cross, and ASE. Contact human resources, or the related program director or dean, for further information.

<u>Discipline</u>	<u>Areas also included in discipline</u>	<u>Minimum Qualifications Required for Discipline</u>
Addiction Paraprofessional Training		See “standard minimum qualifications” detailed at the beginning of this list.
Administration of Justice	Police science, corrections, law enforcement	See “standard minimum qualifications” detailed at the beginning of this list.
Aeronautics	Airframe and power plant, aircraft mechanics, aeronautical engineering technician, avionics	See “standard minimum qualifications” detailed at the beginning of this list.

Agricultural Business and Related Services	Inspection, pest control, food processing/meat cutting	See “standard minimum qualifications” detailed at the beginning of this list.
Agricultural Engineering	Equipment and machinery, farm mechanics	See “standard minimum qualifications” detailed at the beginning of this list.
Agricultural Production	Animal science, plant science, beekeeping, aquaculture	See “standard minimum qualifications” detailed at the beginning of this list.
Air Conditioning, Refrigeration, Heating	Solar energy technician	See “standard minimum qualifications” detailed at the beginning of this list.
Animal Training and Management	Exotic animal training	See “standard minimum qualifications” detailed at the beginning of this list.
Appliance Repair	Vending machines	See “standard minimum qualifications” detailed at the beginning of this list.
Archaeological Technology		See “standard minimum qualifications” detailed at the beginning of this list.
Architecture		See “standard minimum qualifications” detailed at the beginning of this list.
Athletic Training	<i>(Note: This discipline listing applies only to instructors teaching apportionment generating courses in the subject of athletic training.)</i>	See “standard minimum qualifications” detailed at the beginning of this list.
Auto Body Technology	Antique and classic auto restoration	See “standard minimum qualifications” detailed at the beginning of this list.

Automotive Technology		See “standard minimum qualifications” detailed at the beginning of this list. In addition, as an ASE Education Foundation accredited program, automotive technology faculty will meet the ASE Education Foundation requirement that requires instructors to have current ASE certifications for the courses they are instructing.
Aviation	Flight, navigation, ground school, air traffic control	See “standard minimum qualifications” detailed at the beginning of this list.
Banking and Finance		See “standard minimum qualifications” detailed at the beginning of this list.
Barbering		See “standard minimum qualifications” detailed at the beginning of this list.
Bicycle Repair		See “standard minimum qualifications” detailed at the beginning of this list.
Bookbinding		See “standard minimum qualifications” detailed at the beginning of this list.
Broadcasting Technology	Film making/video, media production, radio/TV	See “standard minimum qualifications” detailed at the beginning of this list.
Building Codes and Regulations	Inspecting of construction, building codes, contractor training	See “standard minimum qualifications” detailed at the beginning of this list.
Building Maintenance		See “standard minimum qualifications” detailed at the beginning of this list.
Business Machine Technology		See “standard minimum qualifications” detailed at the beginning of this list.
Cabinet Making		See “standard minimum qualifications” detailed at the beginning of this list.
Cardiovascular Technology		See “standard minimum qualifications” detailed at the beginning of this list.

Carpentry		See “standard minimum qualifications” detailed at the beginning of this list.
Ceramic Technology		See “standard minimum qualifications” detailed at the beginning of this list.
Coaching		<p>The <u>standard minimum qualifications</u> for coaching are; any bachelor's degree and two years of professional experience, directly related to the faculty member's assignment or any associate degree and six years of professional experience, directly related to the faculty member's assignment and appropriate license or certification to practice in California.</p> <p>For the discipline of coaching the ideal experience is paid full-time intercollegiate coaching experience.</p> <p>However; Consideration will be given to a combination of other coaching/playing experiences including: A minimum of 50% coaching adult athletes in intercollegiate, club, semi-pro or professional competition Remaining experience may include a combination of:</p> <ul style="list-style-type: none"> • playing experience at the college level • coaching at the HS/Club level <p>Minimum qualifications will be verified prior to employment offer (4/12/23 Senate meeting)</p>
Commercial Art	Sign making, lettering, packaging, rendering	See “standard minimum qualifications” detailed at the beginning of this list.
Commercial Music		See “standard minimum qualifications” detailed at the beginning of this list.
Computer Information Systems	Computer network installation, microcomputer technology, computer applications	<p>See “standard minimum qualifications” detailed at the beginning of this list.</p> <p>Professional experience directly related to this discipline includes current industry knowledge as demonstrated by a minimum of two years’ full time work in the last five years in the field of Information Technology to include positions such as Computer Support Specialist, Computer Network Technician, and Data Base Manager.</p>

Computer Service Technology		See “standard minimum qualifications” detailed at the beginning of this list.
Construction Management		See “standard minimum qualifications” detailed at the beginning of this list.
Construction Technology		See “standard minimum qualifications” detailed at the beginning of this list.
Cosmetology		See “standard minimum qualifications” detailed at the beginning of this list.
Court Interpreting		See “standard minimum qualifications” detailed at the beginning of this list.
Court Reporting		See “standard minimum qualifications” detailed at the beginning of this list.
Culinary Arts/Food Technology	Food service, baking, meat cutting, bartending	See “standard minimum qualifications” detailed at the beginning of this list.
Dental Technology	Dental assisting, dental hygiene	<p>The standard minimum qualifications for any instruction or directorship of dental technology occupations on this list is any bachelor’s degree and two years of professional experience, or any associate degree and six years of professional experience. As used here, “professional experience” includes teaching experience. “Teaching experience” is defined as serving in the capacity of an instructor responsible for development and delivery of formalized educational content designed to meet established standards in an academic or industry setting. Professional experience is required when the applicant possesses a master’s degree. The professional experience required must be directly related to the faculty member’s teaching assignment.</p> <p>Some positions on this list have additional requirements based upon the requirements of external regulatory bodies. See position specific requirements listed below;</p> <p><u>Dental Assisting Instructor:</u></p> <p>See “standard minimum qualifications” detailed at the beginning of this list, in addition to which applicant must provide the following;</p> <ol style="list-style-type: none"> 1. Hold a valid special permit or valid license as a dentist, registered dental hygienist, registered dental assistant, registered

		<p>dental assistant in extended functions, registered dental hygienist in extended functions, or registered dental hygienists in alternative practice issued by the Dental Board of California or Dental Hygiene Committee of California;</p> <p>AND</p> <p>2. All faculty shall have been licensed for a minimum of two years. All faculty shall have the education, background, and occupational experience and/or teaching expertise necessary to perform, teach, and evaluate dental radiographs.</p> <p>AND</p> <p>3. Shall have either passed the radiation safety examination administered by the board or equivalent licensing examination as a dentist, registered dental hygienist, registered dental assistant, registered dental assistant in extended functions, registered dental hygienist in extended functions, or registered dental hygienists in alternative practice or, on or after January 1, 1985, shall have successfully completed a board approved radiation safety course.</p> <p>AND</p> <p>4. For Coronal polishing and Pit and Fissure sealants: faculty member shall possess a valid, active, and current RDAEF, RDH, RDHEF, RDHAP, or dentist license issued by the Board, or an RDA license issued by the Board if the person has completed a Board-approved course in the above topics.</p> <p>Dental Board of California Requirements Title 16 Section 1070</p> <p><u>Dental Assisting Director:</u></p> <p>See “standard minimum qualifications” detailed at the beginning of this list, in addition to which applicant must provide the following;</p> <p>1. Hold a valid special permit or valid license as a dentist, registered dental hygienist, registered dental assistant, registered dental assistant in extended functions, registered dental hygienist in extended functions, or registered dental hygienists in alternative practice issued by the Dental Board of California or Dental Hygiene Committee of California;</p> <p>AND</p> <p>2. All faculty shall have been licensed for a minimum of two years. All faculty shall have the education, background, and occupational experience and/or teaching expertise necessary to perform, teach, and evaluate dental radiographs.</p> <p>AND</p>
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3. Shall have either passed the radiation safety examination administered by the board or equivalent licensing examination as a dentist, registered dental hygienist, registered dental assistant, registered dental assistant in extended functions, registered dental hygienist in extended functions, or registered dental hygienists in alternative practice or, on or after January 1, 1985, shall have successfully completed a board approved radiation safety course.

AND

4. For Coronal polishing and Pit and Fissure sealants: faculty member shall possess a valid, active, and current RDAEF, RDH, RDHEF, RDHAP, or dentist license issued by the Board, or an RDA license issued by the Board if the person has completed a Board-approved course in the above topics.

Dental Board of California Requirements Title 16 Section 1070

Dental Hygiene Instructor:

See “standard minimum qualifications” detailed at the beginning of this list, in addition to which applicant must provide the following;

The faculty shall hold a baccalaureate degree or higher from a college or university accredited by an agency recognized by the U.S. Department of Education or Council for Higher Education Accreditation, and possess the following: an active California dental or dental hygiene license or special permit with no disciplinary actions; or a postsecondary credential generally recognized in the field of instruction; or a degree in the subject being taught or evaluated.

AND

(1) Clinical teaching faculty shall have direct patient care experience within the previous five (5) years in the dental hygiene area to which he or she is assigned, which can be met by either: two (2) years' experience providing direct patient care as a registered dental hygienist or dentist; or one (1) academic year of dental or dental hygienist level clinical teaching experience.

And

(2) Didactic teaching faculty shall possess the following minimum qualifications: Current knowledge of the specific subjects taught, which can be met by either: having completed twelve (12) hours of continuing education in the designated subject area; or two (2) semester units or three (3) quarter units of dental hygiene education

		<p>related to the designated dental hygiene area; or have national certification in the designated dental hygiene area. Dental Board of California Requirements Title 16 Section 1070</p> <p><u>Dental Hygienist Director:</u> <i>[Regulatory requirements for this position exceed the Standard Minimum Qualifications required for this discipline]</i></p> <p>The program administrator must be a dental hygienist or a dentist who is a graduate of a program accredited by the Commission on Dental Accreditation and possesses a masters or higher degree from a college or university accredited by an agency recognized by the U.S. Department of Education or Councils for Higher Education. AND A background in education and the professional experience necessary to understand and fulfill the program goals. Minimum of one (1) year of formal training, internship, or leadership experience reasonably related to the assignment. AND Minimum of two (2) years of experience teaching in a pre- or post-licensure registered dental hygiene or dental program. AND Minimum of 2,000 hours in direct patient care as a registered dental hygienist or working with a registered dental hygienist. AND Possession of an active, current dental or dental hygiene license issued by the Dental Hygiene Board of California (DHBC) or the Dental Board of California (DBC), with no disciplinary actions. AND Possession of a current Healthcare Provider (BLS) Adult, Child and Infant CPR/AED Certificate. Dental Board of California Requirements Title 16 Section 1070</p>
<p>Diagnostic Medical Technology</p>	<p>Diagnostic medical sonography, neurodiagnostic technology, polysonographic technology</p>	<p>See “standard minimum qualifications” detailed at the beginning of this list.</p>

Diesel Mechanics		See “standard minimum qualifications” detailed at the beginning of this list.
Dietetic Technician		See “standard minimum qualifications” detailed at the beginning of this list.
Drafting/CADD	CADD (Computer Aided Drafting/Design), CAD (Computer Aided Design), CAD (Computer Aided Drafting)	See “standard minimum qualifications” detailed at the beginning of this list.
Electricity	Electrical power distribution	See “standard minimum qualifications” detailed at the beginning of this list.
Electromechanical Technology	Industrial mechanical technology	See “standard minimum qualifications” detailed at the beginning of this list.
Electromicroscopy		See “standard minimum qualifications” detailed at the beginning of this list.
Electronic Technology	Radio, television, computer repair, avionics	See “standard minimum qualifications” detailed at the beginning of this list.
Electronics		See “standard minimum qualifications” detailed at the beginning of this list.
Electroplating		See “standard minimum qualifications” detailed at the beginning of this list.

Emergency Medical Technologies		<p>Any bachelor's degree and two years of professional experience, directly related to the faculty member's assignment or any associate degree and six years of professional experience. Professional experience is defined as academic or clinical experience in the practice of emergency medicine or prehospital care. A minimum of two years of professional experience must have been completed during the last five years. Must possess appropriate license or certification to practice in California.</p> <p>Appropriate certification includes;</p> <ul style="list-style-type: none"> • Current California physician, registered nurse, physician assistant or paramedic license OR • Current California certification as an Advanced EMT or EMT <p>In addition, applicant must document</p> <p>Completion of forty hours of instruction in teaching methods. [Courses included but not limited to the following: State Fire Marshal Instructor 1A and 1B, Instructor 1 Methodology; National Fire Academy's Instructional Methodology; training programs that meet the US Department of transportation/National Highway traffic Safety Administration 2002 Guideline for Educating EMS Instructors such as the National Association of EMS Educator's course, Teaching Methodology college courses]</p>
Engineering Support	surveying, engineering aides	See "standard minimum qualifications" detailed at the beginning of this list.

Environmental Technology	environmental hazardous material technology, hazardous material abatement, environmentally conscious manufacturing, waste water pretreatment, air pollution control technology, integrated waste management, water treatment, sewage treatment	See “standard minimum qualifications” detailed at the beginning of this list.
Equine Science	equine training, equitation, farrier science, pack horse management	See “standard minimum qualifications” detailed at the beginning of this list.
Estimating		See “standard minimum qualifications” detailed at the beginning of this list.
Fabric Care		See “standard minimum qualifications” detailed at the beginning of this list.
Fashion & Related Technologies		See “standard minimum qualifications” detailed at the beginning of this list.
Fire Technology		See “standard minimum qualifications” detailed at the beginning of this list.
Flight Attendant Training		See “standard minimum qualifications” detailed at the beginning of this list.
Fluid Mechanics Technology		See “standard minimum qualifications” detailed at the beginning of this list.

Folk Dance		See “standard minimum qualifications” detailed at the beginning of this list.
Forestry/Natural Resources	Range management, soil, air and water resources; fish/wildlife management, parks and recreation	See “standard minimum qualifications” detailed at the beginning of this list.
Furniture making		See “standard minimum qualifications” detailed at the beginning of this list.
Graphic Arts	Desktop publishing	See “standard minimum qualifications” detailed at the beginning of this list.
Gunsmithing		See “standard minimum qualifications” detailed at the beginning of this list.
Health Care Ancillaries	Medical assisting, hospice worker, home care aide, certified nurse aide, health aide, ward clerk, central service technology, childbirth educator, primary care associate, massage therapy	<p>The <u>standard minimum qualifications</u> for any instruction/coordination of health care ancillaries on this list is; any bachelor’s degree or higher and two years of professional experience, or any associate degree and six years of professional experience. As used here, “professional experience” includes teaching experience. “Teaching experience” is defined as serving in the capacity of an instructor responsible for development and delivery of formalized educational content designed to meet established standards in an academic or industry setting. Professional experience is required when the applicant possesses a master’s degree. The professional experience required must be directly related to the faculty member’s teaching assignment.</p> <p><i>Some positions on this list have additional requirements based in part upon the requirements of external regulatory bodies. See position specific requirements listed below;</i></p> <p><u>CNA Director:</u> See “standard minimum qualifications” detailed at the beginning of this list, in addition to which applicant must provide the following;</p> <ol style="list-style-type: none"> (1) Current California Registered Nurse license. (2) Resume showing work experience. Include month/year to month/year of work experience, name and address of employer, contact telephone number for Human Resources or

administration to validate the work experience, and the name of supervisor.

- Two (2) years of nursing experience [RN, LVN].
 - One (1) year verifiable experience as a licensed nurse providing care and services to chronically ill or elderly patients in an acute care hospital, skilled nursing facility, intermediate care facility, home care, hospice care, or other long-term care setting.
- (3) Completion of a course in teaching adults (attach certificate of completion), or 1 year of verifiable experience in teaching adults, or 1 year of verifiable experience supervising nurse aides.

Reference: California Health and Safety Code subsection 1337.15.

CNA Instructor

See “standard minimum qualifications” detailed at the beginning of this list, in addition to which applicant must provide the following;

- (1) Resume showing work experience. Include month/year to month/year of work experience, name and address of employer, contact telephone number for Human Resources or administration to validate the work experience, and the name of supervisor.
- Two (2) years of nursing experience [RN, LVN].
 - One (1) year verifiable experience as a licensed nurse providing care and services to chronically ill or elderly patients in an acute care hospital, skilled nursing facility, intermediate care facility, home care, hospice care, or other long-term care setting.
- (2) Completion of a course in teaching adults (attach certificate of completion), or 1 year of verifiable experience in teaching adults, or 1 year of verifiable experience supervising nurse aides.

Reference: California Health and Safety Code subsection 1337.15.

Phlebotomy Instructor:

See “standard minimum qualifications” detailed at the beginning of this list, in addition to which applicant must meet the following;

- (1) Licensed physician and surgeon; or
 - (2) Licensed physician assistant; or
 - (3) Registered nurse; or
 - (4) Respiratory care practitioner with a minimum of 2 years’ experience in the previous 5 years; or
- Certified phlebotomy technician with a minimum of 3 years of experience in the previous 5 years or a phlebotomist with 3 years of experience in the previous 5 years and employed as a phlebotomy instructor, who shall meet certification requirements pursuant to Section

		1034(a)(4) of the California Code of Regulations on or before December 31, 2003. Reference: California Code of Regulations, Title 17, Division 1, Chapter 2, Subchapter 1, Group 2, Article 2.
Health Information Technology	Medical record technology	See “standard minimum qualifications” detailed at the beginning of this list.
Heavy Duty Equipment Mechanics		See “standard minimum qualifications” detailed at the beginning of this list.
Hotel and Motel Services		See “standard minimum qualifications” detailed at the beginning of this list.
Industrial Design		See “standard minimum qualifications” detailed at the beginning of this list.
Industrial Maintenance		See “standard minimum qualifications” detailed at the beginning of this list.
Industrial Relations		See “standard minimum qualifications” detailed at the beginning of this list.
Industrial Safety		See “standard minimum qualifications” detailed at the beginning of this list.
Industrial Technology	Foundry occupations	See “standard minimum qualifications” detailed at the beginning of this list.
Insurance		See “standard minimum qualifications” detailed at the beginning of this list.
Interior Design		See “standard minimum qualifications” detailed at the beginning of this list.
Janitorial Services		See “standard minimum qualifications” detailed at the beginning of this list.
Jewelry		See “standard minimum qualifications” detailed at the beginning of this list.
Labor Relations		See “standard minimum qualifications” detailed at the beginning of this list.

Legal Assisting	Paralegal	See “standard minimum qualifications” detailed at the beginning of this list.
Library Technology		See “standard minimum qualifications” detailed at the beginning of this list.
Licensed Vocational Nursing		<p><u>Licensed Vocational Nursing:</u></p> <p>[Applicants must meet both California Community College Minimum Qualifications and BVNPT requirements]</p> <p>Standard California Community College Minimum Qualifications: Any bachelor’s degree or higher and two years of professional experience, or any associate degree and six years of professional experience. As used here, “professional experience” includes teaching experience. “Teaching experience” is defined as serving in the capacity of an instructor responsible for development and delivery of formalized educational content designed to meet established standards in an academic or industry setting. Professional experience is required when the applicant possesses a master’s degree. The professional experience required must be directly related to the faculty member’s teaching assignment.</p> <p><u>Instructor (Licensed Vocational Nursing):</u></p> <p>See “standard minimum qualifications” detailed at the beginning of this list, in addition to which applicant must meet the following;</p> <p>California Board of Vocational Nursing and Psychiatric Technicians Requirements:</p> <p>An instructor in a vocational nursing program shall have or be currently attending a course offered by an accredited school in teaching; and shall meet the requirements of</p> <p>Subsection A or B, below:</p> <p>(A) Registered Nurse:</p> <ol style="list-style-type: none"> 1. Hold a current California active license as a Registered Nurse; and 2. Hold a baccalaureate degree from an accredited school; or a valid teaching credential; or have completed a minimum of one year full-time teaching experience in a state accredited or approved registered nursing or vocational or practical nursing, or psychiatric technician school within the last five years;

		<p>or met community college or state university teaching requirements in California; and</p> <p>3. Have a minimum of two years' experience as a registered nurse or licensed vocational nurse within the last five years.</p> <p>(B) Licensed Vocational Nurse:</p> <p>1. Hold a current California active license as a Vocational Nurse; and</p> <p>2. Hold a baccalaureate degree from an accredited school; or a valid teaching credential; or have completed a minimum of one year full-time teaching experience in a state accredited or approved registered nursing or vocational or practical nursing, or psychiatric technician school within the last five years; or met community college or state university teaching requirements in California; and</p> <p>3. Have a minimum of two years' experience as a vocational nurse within the last five years.</p> <p style="padding-left: 40px;">California Code of Regulations, Title 16, Division 25, Chapter 1, Article 5.</p> <p>Copies of application materials will be sent to the California Board of Vocational Nursing and Psychiatric Technicians (BVNPT) following initial MQ review and approval by LCC MQ Liaison. Final LCC Minimum Qualification approval will not be granted until receipt of BVNPT faculty approval.</p> <p><u>Director (Licensed Vocational Nursing):</u></p> <p>See "standard minimum qualifications" detailed at the beginning of this list, in addition to which applicant must meet the following;</p> <p>California Board of Vocational Nursing and Psychiatric Technicians Requirements:</p> <p>Current California active license as a Registered Nurse</p> <p>PLUS Bachelor's from an accredited school</p> <p>PLUS a minimum of three years experience as a RN, one year of which is teaching and/or clinical supervision, or a combination thereof, in a state accredited school of registered, vocational or practical nursing or psychiatric technician school within the last five</p>
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		<p>years</p> <p>OR a minimum of three years experience in nursing administration or nursing education within the last five years</p> <p>PLUS must have completed a course or courses in administration, teaching, and curriculum development offered by an accredited school.</p> <p>California Code of Regulations, Title 16, Division 25, Chapter 1, Article 5.</p> <p>Copies of application materials will be sent to the California Board of Vocational Nursing and Psychiatric Technicians (BVNPT) following initial MQ review and approval by LCC MQ Liaison. Final LCC Minimum Qualification approval will not be granted until receipt of BVNPT faculty approval.</p>
Locksmithing		See “standard minimum qualifications” detailed at the beginning of this list.
Machine Tool Technology	Tool and dye making	See “standard minimum qualifications” detailed at the beginning of this list.
Manufacturing Technology	Quality control, process control	See “standard minimum qualifications” detailed at the beginning of this list.
Marine Diving Technology		See “standard minimum qualifications” detailed at the beginning of this list.
Marine Engine Technology		See “standard minimum qualifications” detailed at the beginning of this list.
Martial Arts/Self-Defense		See “standard minimum qualifications” detailed at the beginning of this list.
Masonry	Concrete, cement work, bricklaying	See “standard minimum qualifications” detailed at the beginning of this list.
Material Testing Technology		See “standard minimum qualifications” detailed at the beginning of this list.
Media Production		See “standard minimum qualifications” detailed at the beginning of this list.

Medical Instrument Repair		See “standard minimum qualifications” detailed at the beginning of this list.
Military Studies	(Note: the professional experience required for this discipline must be in the military paygrade of E-7 or above.)	See “standard minimum qualifications” detailed at the beginning of this list.
Mining and Metallurgy	Oil field operation	See “standard minimum qualifications” detailed at the beginning of this list.

Mortuary Science		See “standard minimum qualifications” detailed at the beginning of this list.
Motorcycle Repair		See “standard minimum qualifications” detailed at the beginning of this list.
Multimedia		See “standard minimum qualifications” detailed at the beginning of this list.
Music Management		See “standard minimum qualifications” detailed at the beginning of this list.
Music Merchandising		See “standard minimum qualifications” detailed at the beginning of this list.
Musical Instrument Repair		See “standard minimum qualifications” detailed at the beginning of this list.
Nursing Science/Clinical Practice		See “standard minimum qualifications” detailed at the beginning of this list.
Occupational Therapy Assisting		See “standard minimum qualifications” detailed at the beginning of this list.

Office Technology	Secretarial skills, office systems, word processing, computer applications, automated office training	See “standard minimum qualifications” detailed at the beginning of this list.
Ornamental Horticulture	Landscape horticulture, design, maintenance, landscape architecture, floristry, floral design	See “standard minimum qualifications” detailed at the beginning of this list.
Pharmacy Technology		Any bachelor’s degree and two years of professional experience, or any associate degree and six years of professional experience, or any associate degree, and an accredited Pharmacy Technician Certification (CPhT), and four years of professional experience

Photographic Technology/ Commercial Photography		See “standard minimum qualifications” detailed at the beginning of this list.
Physical Therapy Assisting		See “standard minimum qualifications” detailed at the beginning of this list.
Piano Tuning and Repair		See “standard minimum qualifications” detailed at the beginning of this list.
Plastics		See “standard minimum qualifications” detailed at the beginning of this list.
Plumbing		See “standard minimum qualifications” detailed at the beginning of this list.
Printing Technology	Typography, composition , printing	See “standard minimum qualifications” detailed at the beginning of this list.

Private Security	Security management, safety/accident control, hazardous substance management, crime prevention	See “standard minimum qualifications” detailed at the beginning of this list.
Prosthetics and Orthotics		See “standard minimum qualifications” detailed at the beginning of this list.
Psychiatric Technician		See “standard minimum qualifications” detailed at the beginning of this list.
Public Relations		See “standard minimum qualifications” detailed at the beginning of this list.
Public Safety		See “standard minimum qualifications” detailed at the beginning of this list.
Radiation Therapy		See “standard minimum qualifications” detailed at the beginning of this list.

Radiological Technology		See “standard minimum qualifications” detailed at the beginning of this list.
Real Estate		See “standard minimum qualifications” detailed at the beginning of this list.
Registered Veterinary Technician		See “standard minimum qualifications” detailed at the beginning of this list.
Rehabilitation Technician		See “standard minimum qualifications” detailed at the beginning of this list.
Respiratory Technician		See “standard minimum qualifications” detailed at the beginning of this list.
Respiratory Technologies		See “standard minimum qualifications” detailed at the beginning of this list.

Restaurant Management		See “standard minimum qualifications” detailed at the beginning of this list.
Retailing	Purchasing, merchandising, sales	See “standard minimum qualifications” detailed at the beginning of this list.
Robotics	Computer integrated manufacturing	See “standard minimum qualifications” detailed at the beginning of this list.
Sanitation and Public Health Technology		See “standard minimum qualifications” detailed at the beginning of this list.
Search and Rescue		See “standard minimum qualifications” detailed at the beginning of this list.
Sheet Metal		See “standard minimum qualifications” detailed at the beginning of this list.
Ship and Boat Building and Repair		See “standard minimum qualifications” detailed at the beginning of this list.
Shoe Rebuilding		See “standard minimum qualifications” detailed at the beginning of this list.

Sign Language, American		See “standard minimum qualifications” detailed at the beginning of this list.
Sign Language/English Interpreting		See “standard minimum qualifications” detailed at the beginning of this list.
Small Business Development	Entrepreneurship	See “standard minimum qualifications” detailed at the beginning of this list.
Small Engine Mechanics		See “standard minimum qualifications” detailed at the beginning of this list.
Stagecraft		See “standard minimum qualifications” detailed at the beginning of this list.

Steamfitting		See “standard minimum qualifications” detailed at the beginning of this list.
Surgical Technology		See “standard minimum qualifications” detailed at the beginning of this list.
Telecommunication Technology		See “standard minimum qualifications” detailed at the beginning of this list.
Transportation		See “standard minimum qualifications” detailed at the beginning of this list.
Travel services	Dispatching	See “standard minimum qualifications” detailed at the beginning of this list.
Upholstering		See “standard minimum qualifications” detailed at the beginning of this list.
Vision Care Technology		See “standard minimum qualifications” detailed at the beginning of this list.
Watch and Clock Repair		See “standard minimum qualifications” detailed at the beginning of this list.
Welding		See “standard minimum qualifications” detailed at the beginning of this list.

LASSEN COMMUNITY COLLEGE

DISCIPLINE LIST D

Noncredit Courses

This Disciplines List is subject to periodic revisions upon receipt of updates from the Chancellor's Office. **This list is valid for Noncredit Courses (numbered 150-189 at Lassen Community College).**

The minimum qualifications for service as a faculty member teaching a noncredit course shall be the same as the minimum qualifications for credit instruction in the appropriate discipline, or as follows:

Citizenship - noncredit:	Bachelor's in any discipline AND six semester units in American history and institutions. CCR53412(d)
English as a Second Language (ESL) - noncredit:	Bachelor's in teaching English as a second language, or in teaching English to speakers of other languages OR Bachelor's in education, English, linguistics, applied linguistics, any foreign language, composition, bilingual/bicultural studies, reading, or speech and a certificate in teaching English as a second language OR Bachelor's in any of the above and one year of experience teaching ESL in an accredited institution and a certificate in teaching English as a second language OR Possession of a full-time clear California Designated Subjects Adult Education Teaching Credential authorizing instruction in ESL. CCR 53412(e)
Health and Safety – noncredit:	Bachelor's in health science, health education, biology, nursing, dietetics, or nutrition; OR an associate degree in any of those subjects, AND four years of professional experience related to the subject of the course taught. CCR 53412(f)
Home Economics: Noncredit	Bachelor's degree in home economics, life management, family and consumer studies, dietetics, food management interior design, or clothing and textiles; or an associate degree in any of those subjects and four years of professional experience related to the subject of the course taught. CCR 53412(g)
Interdisciplinary-Basic Skills: Noncredit	Bachelor's in any social science, humanities, mathematics, or natural science discipline or in liberal studies, as appropriate to the course. CCR 53412(a)
Mathematics – Basic Skills: Noncredit	Bachelor's in mathematics. CCR 53412(b) LCC Academic Senate established the equivalency of a Bachelor's degree in Mathematics as any bachelor's degree and a current, Clear California Single Subject Teaching Credential in Mathematics.
Older Adult - noncredit:	Bachelor's with a major related to the subject of the course taught AND either: (A) thirty hours or two semester units of course work or class work in understanding the needs of the older adult, taken at an accredited institution of higher education or approved by the district. (This requirement may be completed concurrently during the

	<p>first year of employment as a noncredit instructor) OR (B) one year of professional experience working with older adults;</p> <p>OR</p> <p>Associate degree with a major related to the subject of the course taught; and two years of occupational experience related to the subject of the course taught; and sixty hours or four semester units of course work or class work in understanding the needs of the older adult, taken at an accredited institution of higher education or approved by the district. (This requirement may be completed concurrently during the first year of employment as a noncredit instructor).</p> <p>CCR 53412(h)</p>
Parent Education - noncredit:	<p>Bachelor's in child development, early childhood education, human development, family and consumer studies with a specialization in child development or early childhood education, educational psychology with a specialization in child development, elementary education, psychology, or family life studies; and two years of professional experience in early childhood programs or parenting education. CCR 53412(i)</p>
Reading – Basic Skills: Noncredit	<p>Bachelor's in English, literature, comparative literature, composition, linguistics, speech, creative writing or journalism; OR a Bachelor's in any discipline AND twelve semester units of course work in teaching reading. CCR 53412(c)</p> <p>LCC Academic Senate established the equivalency of a Bachelor's in any discipline AND twelve semester units of course work in teaching reading as any bachelor's degree and a current, Clear California Single Subject Teaching Credential in English</p>
Specialized Instruction (Disabled student Programs and Services): Noncredit	<p>Bachelor's degree with any of the following majors: education of students with specific or multiple disabilities; special education; psychology; physical education with an emphasis in adaptive physical education; communicative disorders; rehabilitation; computer-based education; other computer related majors which include course work on adapted or assistive computer technology for students with disabilities; other majors related to providing specialized instruction or services to persons with disabilities OR associate degree with one of the majors specified above AND four years of experience providing specialized instruction or services to persons in the disability category or categories being served. CCR (Title V; Section 53414) (e)(4)</p>
Specialized Instruction (Disabled student Programs and Services) – Vocational Noncredit	<p>An associate degree or certificate of training; and four years of occupational experience related to the subject of the course taught; and two years of experience providing specialized instruction or services to persons in the disability category being served. CCR 53414(e)(3)</p>

Vocational (short-term): Noncredit	Bachelor's and two years of occupational experience related to the subject of the course taught OR Associate degree and six years of occupational experience related to the subject of the course taught OR Possession of a full-time clear California Designated Subjects Adult Education Teaching Credential authorizing instruction in the subject area. CCR 53412(j)
Writing – Basic Skills: Noncredit	Bachelor's degree in English, literature, comparative literature, composition, linguistics, speech, creative writing, or journalism; OR Bachelor's degree in any discipline AND twelve semester units of coursework in teaching reading. CCR 53412(c) LCC Academic Senate established the equivalency of a Bachelor's in any discipline AND twelve semester units of course work in teaching reading as any bachelor's degree and a current, Clear California Single Subject Teaching Credential in English.

COMMUNITY SERVICES CLASSES

(Not For Credit Courses)

[Minimum qualifications for community service instructors have not been established by the State of California]

Individual must document excellent knowledge of subject matter through a combination of education and experience. Instructors must be approved by the dean prior to instruction.

CROSS REFERENCE LISTS

LASSEN COMMUNITY COLLEGE
DISCIPLINE – COURSE CROSS
REFERENCE LIST A

[Title V, Section 53200 (c) (1)]

Disciplines Requiring a Master’s Degree

Credit Courses

Accounting	AGR 1; BUS 1A, BUS 1B, BUS 1C, BUS 13
Agriculture	AGR 3, AGR 4, AGR 19, AGR 31, AGR 49, AGR 61
Anthropology	ANTH 1, ANTH 2
Art	ART 1A, ART 1B, ART 2, ART 3, ART 6, ART 7, ART 8, ART 10A-D, ART 13, ART 19A-D, ART 21, ART 23, ART 25, ART 28, ART 30, ART 49, DS 158; FILM 1
Biological Science	ANTH 1; BIO 1, BIO 4, BIO 10, BIO 20, BIO 25, BIO 26, BIO 32; BIO 32L, HO 3, HLTH 2, HLTH 25
Business	AGR 1, AGR 2, AGR 3; BUS 1A, BUS 1B, BUS 1C, BUS 2, BUS 10, BUS 13, BUS 18, BUS 19, BUS 22, BUS 25, BUS 27, BUS 34A, BUS 34B, BUS 49, BUS 75, BUS 76, BUS 77, BUS 78, BUS 79, BUS 84, BUS 98, CA 31, CA 32, CA52, CA 53, CA 58, CA 60; COT 59; ECON 10, ECON 11; FS 91; CS 1
Chemistry	CHEM 1A, CHEM 1B, CHEM 8, CHEM 45, CHEM 45A, PHSC 1
Child-Development/Early Childhood Education	CD 11, CD 12, CD 15, CD 16, CD 17, CD 19, CD 20, CD 22, CD 23, CD 24, CD 25, CD 26, CD 27, CD 28, CD 30, CD/PSY 31, CD 49, CD 50, SOC 3
Communication Studies:	SPCH 1
Computer Science	CA 54, CA 150; CS 1, CS 150, CS 151, CS 152, CS 153, CS 154
Adapted Computer Technology: Disabled Students Programs and Services	DS 110, DS 111, DS 112, DS 113
Counseling	CG 1, CARS 2, HUS 10, HUS 28, HUS 30, HUS 42, HUS 49, HUS 150; PLSC 11; PSY 33
Earth Science	GEOG 2, GEOL 1, GEOL 5; PHSC 1
Economics	AGR 2; ECON 10, ECON 11
Education	CD 15, CD 16, CG 1, ED 1, ED 2

English	BUS 27, BS 156, CD 17, ENGL 1, ENGL 2, ENGL 3, ENGL 4, ENGL 5, ENGL 7, ENGL 9, ENGL 10, ENGL 12, ENGL 22, ENGL 33, ENGL 34, ENGL 105, ENGL 105A, ENGL 150, ENGL 151, ENGL 155, SPCH 1
English as a Second Language	ENGL 150, ENGL 151
Ethnic Studies	ES 1
Film Studies	FILM 1
Foreign Language	
Geography	FS 85; GEOG 2, GIS 1, GIS 2, GIS 3, GIS 4, GIS 5
Health	CD 19, CD 50, HLTH 2, HLTH 25; HO 120; HUS 30
History	ANTH 2; GEOG 2; HIST 14, HIST 15, HIST 16, HIST 17; PLSC 1, PLSC 11
Humanities	HUM 1, HUM 2
Interdisciplinary Studies-Physical Science	PHSC 1
Journalism	BUS 27, FILM 1
Law	AJ 20, AJ 23, BUS 22
Learning Assistance/ Skills Coordinators or Instructors, and Tutoring Coordinators	TUTR 50
Learning Disabilities Specialist	DS 110, DS 111, DS 112, DS 113, DS 114, DS 115, DS 116, DS 153, DS 155, DS 158
Library Science	CG 1
Mass Communication	FILM 1
Mathematics	BUS 84; COT 59, FS 91; MATH 1A, MATH 1B, MATH 1C, MATH 7, MATH 8, MATH 11A, MATH 11B, MATH 40, MATH 60, MATH 156, MATH 166

Music	MUS 6, MUS 7, MUS 12
Nursing	VN 50, VN 51, VN 52, VN 53, VN 54, VN 55, VN 56, VN 57, VN 58, VN 59, VN 60, AJ 59, EMT 21, EMT 60, EMT 60. EMT 61, FS 20, HO 70, HO 71, HO 72

Nutritional Science/Dietetics	HLTH 25
Philosophy	PHIL 1, PHIL 10; HUM 1, HUM 2
Photography	ART 19A-D
Physical Education	PE 15, PEAC 2A, PEAC 2B, PEAC 2C, PEAC 2D, PEAC 5A, PEAC 5A.02, PEAC 5B, PEAC 5C, PEAC 5C.02, PEAC 5D, PEAC 6, PEAC 6B, PEAC 6D, PEAC 7, PEAC 7D, PEAC 9, PEAC 9B, PEAC 9D, PEAC 10, PEAC 10D, PEAC 16, PEAC 32D, PEAC 34, PEAC 44
Physical Education (Adaptive)	DS 120, DS 122, DS 155
Physics/Astronomy	PHY 2A, PHY 2B; PHSC 1, ASTR 1
Political Science	HIST 16, HIST 17; PLSC 1, PLSC 11
Psychology	CD 31; CG 1, HUS 10, HUS 22, HUS 23, HUS 24, HUS 25, HUS 30, HUS 31, HUS 32, HUS 35, HUS 37, HUS 40, HUS 41, HUS 24, HUS 48.05, HUS 49, HUS 61, PLSC 11; PSY 1, PSY 5, PSY 6, PSY 18, PSY 31, PSY 33, SOC 3
Religious Studies	PHIL 10
Social Science	GEOG 2
Sociology	ES 1, HUS 10, SOC 1, SOC 2, SOC 3, SOC 4
Work Experience	AGR 49; AJ 49; ART 49; AT 49; BUS 49; CD 49, FS 49; GSS 49; HO 49; HUS 49; WE 1, WE 2; WT 49

LASSEN COMMUNITY COLLEGE
DISCIPLINE - COURSE CROSS
REFERENCE LIST B

[Title V, Section 53200 (c) (1)]

Disciplines Requiring A Specific Bachelor’s or Associate’s Degree and Professional Experience

Biotechnology	No classes at Lassen Community College
Citizenship: Noncredit	See Discipline Course-Cross Reference List D: Non-Credit
English as a Second Language (ESL): Noncredit	See Discipline Course-Cross Reference List D: Non-Credit
Health and Safety: Noncredit	See Discipline Course-Cross Reference List D: Non-Credit
Home Economics: Noncredit	See Discipline Course-Cross Reference List D: Non-Credit
Interdisciplinary Basic Skills: Non-Credit	See Discipline Course-Cross Reference List D: Non-Credit
Mathematics-Basic Skills: Noncredit	See Discipline Course-Cross Reference List D: Non-Credit
Older Adults: Noncredit	See Discipline Course-Cross Reference List D: Non-Credit
Parent Education: Noncredit	See Discipline Course-Cross Reference List D: Non-Credit
Pharmacy Technology	See Discipline Course-Cross Reference List C: Credit
Reading-Basic Skills Noncredit	See Discipline Course-Cross Reference List D: Non-Credit
Specialized Instruction (Disabled Students Programs and Services) Noncredit	See Discipline Course-Cross Reference List D: Non-Credit
Specialized Instruction (Disabled Students Programs and Services) Vocational Noncredit	See Discipline Course-Cross Reference List D: Non-Credit
Supply Chain Technology	No classes at Lassen Community College
Vocational (short term): Noncredit	See Discipline Course-Cross Reference List D: Non-Credit
Writing-Basic Skills: Noncredit	See Discipline Course-Cross Reference List D: Non-Credit

LASSEN COMMUNITY COLLEGE
DISCIPLINE - COURSE CROSS
REFERENCE LIST C

[Title V, Section 53200 (c) (1)]

Disciplines Requiring Any Degree and Professional Experience

Credit Courses

Addiction Paraprofessional Training	
Administration of Justice	AJ 5, AJ 8, AJ 9, AJ 10, AJ 11, AJ 12, AJ 14, AJ 16, AJ 20, AJ 23, AJ 24, AJ 35, AJ 37, AJ 49, AJ 52A, AJ 52B, AJ 52BR, AJ 57, AJ 58, AJ 59, AJ 60, AJ 71, BUS 22
Agricultural business	AGR 1, AGR 2, AGR 3, AGR 4
Agricultural engineering	AGR 40, AGR 41, AGR 42, AGR 116
Agricultural production	AGR 8, AGR 9, AGR 10, AGR 11, AGR 12, AGR 13, AGR 14, AGR 19, AGR 20, AGR 31, AGR 49, AGR 61, AGR 116
Automotive technology	AT 49; AT 50, AT 54, AT 56, AT 58, AT 60, AT 66, AT 68, AT 70, AT 72, AT 74, AT 80, AT 82, AT 84, AT 90, AT 90A, AT 91, AT 150, AT 151
Aviation	AERO 1A
Business machine technology	BUS 34A, BUS 34B; CA 55, CA 56, CA 57, COT 50, COT 52, COT 59
Ceramic technology	ART 36A-D
Coaching	PEAC 2A, PEAC 2B, PEAC 2C, PEAC 2D, PEAC 5A, PEAC 5A.02, PEAC 5B, PEAC 5C, PEAC 5C.02, PEAC 5D, PEAC 6, PEAC 6B, PEAC 6D, PEAC 7, PEAC 7D, PEAC 9, PEAC 9B, PEAC 9D, PEAC 10, PEAC 10D
Commercial Art	ART 28
Computer information systems	CA 31, CA 32, CA 52, CA 53, CA 54, CA 55, CA 56, CA 58, CA 60, CA 150, CS 150, CS 151, CS 152, CS 153, CS 154
Culinary arts/food technology	

Drafting/CADD	GIS 1, GIS 2, GIS 3, GIS 4, GIS 5
Emergency Medical Technology	EMT 21, EMT 60, EMT 61, FS 20, HO 3, HO 120, AJ 59, EMT 21
Engineering Support	GIS 1, GIS 2, GIS 3, GIS 4, GIS 5
Equine science	AGR 14, AGR 22, AGR 23, AGR 50, AGR 51, AGR 53, AGR 57, AGR 70
Fire technology	FS 3, FS 4, FS 5, FS 6, FS 8, FS 13, FS 14, FS 20, EMT 21, FS 23, FS 26, FS 49, FS 50, FS51, FS 56, FS 57, FS 59, FS 60, FS 60A, FS 61, FS 64, FS 64B, FS 65A, FS 65B, FS 65C, FS 70, FS 70A, FS 70B, FS 70C, FS 72, FS 72B, FS 72A, FS 74, FS 75, FS 76, FS 78, FS 80, FS 81, FS 84, FS 85, FS 89, FS 90,FS 92 A-E, FS 93, FS94, FS 95, FS 96, FS 97, FS 98.18, FS 98.20, FS98.21, FS 156
Forestry/Natural Resources	GIS 1, GIS 2, GIS 3, GIS 4, GIS 5
Graphic arts	ART 21, ART 23, ART 25,
Gunsmithing	GSS 49, GSS 50.01, GSS 50.03, GSS 51.01, GSS 51.05,GSS 51.06, , GSS 52.01, GSS 52.02, GSS 52.03, GSS 52.04, GSS52.05, GSS 52.06, GSS 52B, GSS 52BR, GSS 54.05, GSS 55.04, GSS56.01, GSS 56.03, GSS 56.04, GSS 57.01, GSS 57.02, GSS 57.03, GSS57.06, GSS 57.08, GSS 57.15, GSS 58.02, GSS 59.02, GSS 59.03, GSS59.04, GSS 59.05, GSS 59.07, GSS 59.09, GSS 60.01, GSS 60.02,GSS 60.04, GSS 61.01, GSS 61.02, GSS 61.03, GSS 62.03, GSS 62.04, GSS63.01, GSS 63.02, GSS 63.03, GSS 63.04, GSS 63.05, GSS 64.01, GSS66.01, GSS 66.02, GSS 66.03, GSS 67.01, GSS 68.01, GSS 68.02, GSS68.03, GSS 69.01, GSS 69.02, GSS 69.03, GSS 69.04, GSS 70, GSS 70.01, GSS 70.02, GSS 71, GSS 71.01, GSS 71.02, GSS 71.03, GSS 71.04, GSS 72, GSS 72.01, GSS 73.02, GSS 75.02, GSS 77, GSS 78, GSS 79, GSS 82, GSS 83, GSS 84, GSS 85, GSS 86, GSS 87, GSS 88, GSS 89, GSS 90, GSS 91, GSS 93, GSS 94, GSS 95, GSS 98.02, GSS 98.03,GSS 98.04, GSS 98.05, GSS 98.06, GSS 98.08, GSS 98.09, GSS 98.12, GSS 98.13, GSS 98.21, GSS 98.22, GSS 98.23, GSS 98.24, GSS 112, GSS 112B, GSS 114, GSS 116, GSS 117, GSS 119, GSS 120, GSS 120B, GSS 123, GSS 124, GSS 127, GSS 130, GSS 133, GSS 134, GSS 135, GSS 136, GSS 143, GSS 147, GSS 148
Health care ancillaries	CD 50, HO 3, HO 49, HO 70, HO 71, HO 72, HO 80A, HO 88, HO 120
Industrial technology	IT 22, IT 72
Jewelry	ART 43A, ART 43B, ART 43C, ART 43D
Licensed Vocational Nursing	HO 3, HO 46, HO 49, HO 64, HO 80A, HO 120; VN 50, VN 51, VN 52, VN 53, VN 54, VN 55, VN 56, VN 57, VN 58, VN 59, VN 60
Machine tool technology	GSS 112

Nursing Science; Clinical Practice	VN 52, VN 54, VN 56
Office technology	BUS 18, BUS 19, BUS 34A, BUS 34B, CA 31, CA 32, CA 52, CA 53, CA 58, CA 60; COT 50, COT 52, COT 59
Pharmacy Technology	HUS 30
Photographic Technology/Commercial Photography	ART 19A-D
Sign language	IDS 1, IDS 2
Small business development	BUS 25, BUS 75, BUS 76, BUS 77, BUS 78, BUS 79
Welding	GSS 124, IT 22, IT 72, WT 20, WT 21, WT 22, WT 23, WT 31, WT 32, WT 36, WT 37, WT 38, WT 39, WT 42, WT 43, WT 44, WT 45, WT 49, WT 50, WT 51, WT 52, WT 53

LASSEN COMMUNITY COLLEGE
DISCIPLINE - COURSE CROSS
REFERENCE LIST D

[Title V, Section 53200 (c) (1)]
(Lassen Community College Numbers 150 - 189)

Noncredit Courses

Basic Skills–Interdisciplinary: Noncredit	BS 170, BS 171, CARS 151, CARS 153, CG 150, CG 155, CG 158, MATH 156; TUTR 150
Basic Skills – Mathematics: Noncredit	MATH 156, MATH 164, MATH 167, MATH 168
Basic Skills - Reading and/or Writing: Noncredit	BS 156, ENGL 151, ENGL 155
Citizenship – Noncredit	ESL 155
English as a Second Language – Noncredit	ENGL 150, ENGL 151
Health and Safety – Noncredit	
Home Economics – Noncredit	
Older Adult – Noncredit	CA 150
Parenting Education – Noncredit	
Short Term Vocational – Noncredit	FS 156
Specialized Instruction for Students with Disabilities – Noncredit	DS 153, DS 155, DS 158

VERIFICATION FORMS

LASSEN COMMUNITY COLLEGE VERIFICATION REVIEW FORM

A. Applicant's Name: _____

Discipline of Instruction requested: _____
(Must be from Lassen Community College approved Discipline Lists)

Minimum Qualifications Required:

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Personnel file must contain: district application, transcripts, copy of valid credentials, and verification of experience prior to forwarding to Minimum Qualification/Equivalency Committee Chair

B. Applicant Qualifications: (To be completed by the Minimum Qualification/Equivalency Committee Chair)

Applicant's Degrees: _____

Additional course work/units in subject area: _____

Applicant's Credentials: _____

Verified Experience: _____

C. Compare Applicant Qualifications in Section B to Minimum Qualification in Section A

1. Applicant meets Minimum Qualifications as stated in section A:

Yes _____ No _____

Comments:

Authorization Signatures:

Minimum Qualifications/Equivalency Chairperson Signature

Date

(The signature of the Minimum Qualifications/Equivalency Committee Chairperson signifies that the applicant file has been reviewed and this form has been appropriately completed with the documentation of education and experience provided by the applicant)

Authorizing Educational Administrator

Date

Form approved by the Academic Senate 9/27/16. This form, or the equivalent data received through an online hiring platform, constitutes the Academic Senate approved Verification Review process.

LASSEN COMMUNITY COLLEGE VERIFICATION REVIEW (EQUIVALENCY)

A. Applicant's Name: _____

Discipline of Instruction requested: _____
(Must be from Lassen Community College approved Discipline Lists)

Minimum Qualifications Required:

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Classes requesting to teach [List by catalog number (ENGL 1, MATH 40, etc.)]: _____

Personnel file must contain: district application, equivalency application, transcripts, copy of valid credentials, and verification of experience prior to forwarding to Minimum Qualification/Equivalency Committee Chair.

B. Applicant Qualifications: (To be completed by the Minimum Qualification/Equivalency Committee Chair)

Applicant's Degrees (and major): _____

Additional course work/units in subject area: _____

Applicant's Credentials: _____

Verified Experience: _____

C. Evaluation of Qualifications: Compare Applicant Qualifications in Section B to Minimum Qualification in Section A.

Subject Area Faculty Review (to include all full time faculty in the discipline):

1. In my opinion, the applicant possesses at least equivalent qualifications to the minimum qualification in Section A:

Yes _____ No _____

Rationale to either grant, or to deny, equivalency (required): _____

Authorization Signature:

Subject Area Faculty Date

Academic Senate Action

At the _____ meeting of the Lassen Community College Academic Senate, action was taken to _____ (Date)

- Approve
- Deny

this equivalency in _____.
(Discipline)

Rationale to either grant, or to deny, equivalency (required): _____

Authorization Signature:

Minimum Qualifications/Equivalency Chairperson Date

D. Verification Process Completed:

Minimum Qualifications/Equivalency Committee Chair Date

Chief Instructional Officer, or designee Date

Form approved by the Academic Senate 9/27/16. This form, or the equivalent data received through an online hiring platform, constitutes the Academic Senate approved Verification Review (Equivalency).

LASSEN COMMUNITY COLLEGE
EQUIVALENCY APPLICATION FOR DISCIPLINES REQUIRING A MASTER'S DEGREE

[Use this form only if minimum qualifications in the discipline are NOT met. (See Lassen Community College Disciplines List A)]

APPLICANT NAME: _____

DISCIPLINE YOU WISH TO TEACH: _____

COURSES YOU WISH TO TEACH (See Lassen Community College Catalog): _____

Applicants who claim equivalent qualifications must provide conclusive evidence that they have qualifications that are at least equivalent to what is required by the minimum qualifications. For establishing the equivalent of a required degree, the applicant must possess at least the equivalent in level of achievement for both the general education requirement for that degree and the major required for that degree. Conclusive evidence of equivalency for **MINIMUM QUALIFICATIONS FOR DISCIPLINES REQUIRING A MASTER'S DEGREE:**

1) Transcripts showing that appropriate courses were successfully completed at an accredited college or through an appropriate foreign institution. In order for any foreign degree to be considered towards meeting any minimum qualifications requirement, it must be accompanied by a transcript evaluation provided by a National Association of Credential Evaluation Services (NACES) member agency. NACES member agencies may be found at: www.NACES.org.

MINIMUM QUALIFICATIONS FOR WHICH I AM CLAIMING EQUIVALENCY (See Lassen Community College Disciplines List or Job Description):

List specific degree for which you are claiming equivalency to:

Identify the Degree that you possess: _____

Explain how the degree you possess is equivalent to the degree for which you are claiming equivalency to (this may include listing similar graduate or upper division coursework).

Form approved by the Academic Senate 9/27/16. This form, or the equivalent data received through an online hiring platform, constitutes the Academic Senate approved Equivalency Application for Disciplines Requiring the Master's Degree.

Attach a copy of appropriate transcript.

LASSEN COMMUNITY COLLEGE
EQUIVALENCY APPLICATION FOR DISCIPLINES REQUIRING ANY DEGREE AND PROFESSIONAL EXPERIENCE

[Use this form only if minimum qualifications in the discipline are NOT met. See Lassen Community College Disciplines List B or C.]

APPLICANT NAME: _____

DISCIPLINE YOU WISH TO TEACH: _____

COURSES YOU WISH TO TEACH (See Lassen Community College Catalog): _____

Applicants who claim equivalent qualifications must provide conclusive evidence that they have qualifications that are at least equivalent to what is required by the minimum qualifications. For establishing the equivalent of a required degree, the applicant must possess at least the equivalent in level of achievement for both the general education requirement for that degree and the major required for that degree. For the equivalent of required experience, the applicant must possess thorough and broad skills and knowledge for mastery of the skills of the vocation and extensive and diverse knowledge of the working environment of the vocation.

Conclusive evidence of equivalency for **DISCIPLINES REQUIRING ANY DEGREE AND PROFESSIONAL EXPERIENCE** shall be:

- 1) Transcripts showing that appropriate courses were successfully completed at an accredited college or through an appropriate foreign institution. In order for any foreign degree to be considered towards meeting any minimum qualifications requirement, it must be accompanied by a transcript evaluation provided by a National Association of Credential Evaluation Services (NACES) member agency. NACES member agencies may be found at: www.NACES.org.
- 2) Employer statement, reference letters with chronological listings indicating dates and time frames of full time work experience, or other evidence of work experience in the appropriate discipline.
- 3) Publications that show a command of the major in question.
- 4) Other work products that show a command of the major or occupation in question.

Attach supporting documentation to this application form.

Form approved by the Academic Senate 9/27/16. This form, or the equivalent data received through an online hiring platform, constitutes the Academic Senate approved Equivalency Application for Disciplines Requiring the Master's Degree.

MINIMUM QUALIFICATIONS FOR WHICH I AM CLAIMING EQUIVALENCY (See Lassen Community College Disciplines List or Job Description):

Select below the category which describes your equivalency type and provide the required documentation.

○ **EQUIVALENCY CATEGORY ONE: Equivalent Education**

_____ Possession of the number of units for a degree but no degree issued.

List the courses in the major that would count towards the degree (attach additional sheets if necessary):

If the degree in question is an Associate or Bachelor's degree, list courses in general education that would count towards the degree:

Attach a copy of appropriate transcripts (highlighting courses may substitute for lists above).

○ **EQUIVALENCY CATEGORY TWO: Equivalent Experience**

_____ I claim experience equal to the majors component of the degree (Depth of Experience).

_____ I claim experience equal to the General Education for Degree (Breadth of Experience)

Attach a written justification explaining the experience with appropriate documentation (See numbers 2, 3 & 4 under conclusive evidence above).

For self-employed applicants, “conclusive evidence of full time work experience” entails providing credible documentation from outside parties and would include such items as tax records, business license, or other governmental/licensing board evidence.

Form approved by the Academic Senate 9/27/16. This form, or the equivalent data received through an online hiring platform, constitutes the Academic Senate approved Equivalency Application for Disciplines Requiring the Master's Degree.