



OTERO COLLEGE PROCESS

OCP 3-10BB: Process for Determining Faculty Qualifications - CTE

OCP REFERENCE NUMBER:

OCP 3-10bb

REVISED/REVIEWED ON:

January 24, 2025

EFFECTIVE:

January 24, 2025

APPROVED BY:

Faculty Senate, Cabinet

REFERENCE(S):

[BP 3-10 – Administration of Personnel](#) and the [Higher Learning Commission \(HLCs\) Guidelines for Institutional Policies and Procedures for Determining Faculty Qualifications: HLC's Criteria for Accreditation and Assumed Practices](#), and the [Colorado CTE Administrator's Handbook](#)

APPLICATION:

This process applies to all CTE faculty and instructors, including concurrent enrollment and dual enrollment instructors.

BASIS:

Otero College is required to adhere to credential requirements outlined in that [Higher Learning Commission \(HLCs\) Guidelines for Institutional Policies and Procedures for Determining Faculty Qualifications: HLC's Criteria for Accreditation and Assumed Practices](#) and the [Colorado CTE Administrator's Handbook](#). As stated in HLC's Criterion 3, Teaching and Learning: Quality, Resources, and Support, the institution is required to provide quality education, wherever and however its offerings are delivered, and must have the faculty and staff needed for effective, high-quality programs and student services (Core Component 3.C). In addition, the institution must establish and maintain reasonable processes and procedures to determine that faculty are qualified. The factors



that an institution considers as part of these policies and procedures could include but are not limited to the achievement of academic credentials, progress toward academic credentials, equivalent experience, or some combination thereof. The institution's obligations in this regard extend to all instructors and all other entities to which it assigns the responsibility of instruction (HLC Assumed Practice B, Teaching and Learning: Qualify, Resources, and Support).

DEFINITIONS:

Faculty

As defined in BP 3-10 – Administration of Personnel, faculty employees are those whose assignments are comprised of at least one-half of duties as a teacher, which may include but not be limited to, program coordination/development and related activities. Counselors and librarians holding faculty contracts prior to July 1, 1995, may also be treated as faculty. Faculty members shall be assigned status according to one of the following:

- **Regular Faculty** - Regular faculty may be full-time or part-time and are contracted on a provisional or non-provisional basis for at least one-half of a full-time equivalent workload. Regular faculty positions are funded entirely by funds appropriated to the Board by the General Assembly and allocated by the Board to a College, and/or funds received from a school district for purposes of providing secondary vocational education (state funds). Faculty members who were hired to fill provisional or non-provisional positions funded by state funds and who are assigned involuntarily or temporarily to a position funded in whole or in part by non-state funds shall retain their status as regular faculty members. Regular faculty members have rights as defined in BP 3-20, Due Process for Faculty.
- **Limited Faculty** - Limited faculty may be full-time or part-time and hold contracts that are expressly limited to carry no expectancy of continued employment beyond the term of the contract, as determined by the College President. Limited faculty employment in state-funded positions shall not extend beyond three years. Limited faculty employment may be extended beyond three years only if the position is funded from other than State funds. State funds are defined in BP 3-20. Limited faculty are subject to the terms of their contract.

Instructor

As defined in BP 3-10 – Administration of Personnel, instructors are those hired to teach on a temporary as needed basis at an hourly rate within a range established by the Board. Any such appointment shall be for less than one academic year. Successive appointments may be made on an unlimited basis.



Instructors are subject to the terms of their appointment and have no benefits except those provided by law. College presidents shall establish employment standards for instructors, including but not limited to, workload, hiring procedures, performance evaluation, personnel records, and other related issues, consistent with system guidelines.

PROCEDURE:

The assessment of faculty and instructor suitability to teach a particular course is made at the time of request by the discipline's Department Chair and Associate Vice President of Academic Affairs. Faculty who teach in the course discipline, content area, or prefix(es) may be asked to assist. The Vice President of Academic Affairs is the final approving authority. Information is updated with each successive hiring approval to match the current Curriculum Vitae (CV)/resume on file and recent professional development, as faculty credentials and currency are the main criteria by which instructors are approved. No assumption should be made that approval for any one course in any one semester or academic year suffices as approval for another course or any subsequent semester or academic year.

FACULTY AND INSTRUCTOR QUALIFICATION REQUIREMENTS

General CTE Faculty and Instructor Qualification

Requirements Minimum Qualifications:

- Associate's degree (with a minimum of 18 semester hours of related coursework) OR possession of a valid/current state, national, industry, military, or union license or certification in an appropriate skill or trade area and a high school diploma or GED
- Degree in a field related to the credentialing area is strongly preferred
- 2 years (4,000 hours) of verified occupational experience (within the last 10 years)
- Active CTE Credential or willingness to obtain

Preferred Qualification:

- Bachelor, or master's degree (with a minimum of 18 semester hours of related coursework or possession of a valid/current state or national license or certification in an appropriate skill or trade area)
- Degree in a field related to the credentialing area is strongly preferred
- 1 year (2,000 hours) of verified occupational experience (within the last 10 years).
*Applicants with less than a bachelor's degree will need documentation of 4,000 hours of occupational experience
- Active CTE Credential or willingness to obtain



Cosmetology/Barbering Faculty and Instructor Qualification Requirements

Minimum Qualifications:

- High School Diploma or GED
- Active Colorado Cosmetology and/or Barbering License
- 2 years (4,000 hours) of occupational experience (within the last 10 years)
- Active CTE Credential or willingness to obtain

Law Enforcement Training Academy Director and Instructor Qualification

Requirements Minimum Qualifications for Director:

- Associate's degree
- 5 years (10,000 hours) of verified occupational experience (within the last 10 years)
- Active CTE Credential or willingness to obtain.

EMS Director, Faculty, and Instructor Qualification Requirements:

Minimum Qualifications for Director/Coordinator:

- Advanced EMT Certification or higher
- High school diploma or GED
- 2 years (4,000 hours) of verified occupational experience, outside of educational program requirements (i.e. clinical hours) within the last 5 years
- Within the first year of employment, completion of a state-approved EMS Instructor course (or equivalent).
- Active CTE Credential or willingness to obtain.

Preferred Qualifications for Director/Coordinator:

- Associate's degree
- Experience teaching in an EMT certification program and/or in a postsecondary setting

Minimum Qualifications for Faculty and Instructors:

- Advanced EMT Certification or higher
- High school diploma or GED
- 1 year of (2,000 hours) of verified occupational experience outside of educational program requirements (i.e. clinical hours) within the last 5 years
- Active CTE Credential or willingness to obtain.

Medical Lab Tech and Phlebotomy Faculty and Instructor Qualification Requirements

Minimum Qualifications for Director/Program Chair:

- Master's degree in a field related to credentialing area
- Current MLS generalist certification (ASCP)



- 2 years (4,000 hours) of verified, paid occupational experience within the last 5 years
- Active CTE Credential or willingness to obtain
- 3 years teaching experience
- Knowledge of education methods and administration as well as current NAACLS accreditation procedures and certification procedures.

Preferred Qualification for Director/Program Chair:

- Previous teaching experience
- Knowledge of education methods and administration
- Knowledge of current NAACLS accreditation and certification procedures.

Minimum Qualifications for Faculty and Instructors (MLT):

- Bachelor's degree
- Current MLS Credential (ASCP) in areas of responsibility
- 2 years (4,000 hours) of verified, paid occupational experience within the last 5 years
- Active CTE Credential or willingness to obtain

Minimum Qualifications Faculty and Instructors (Phlebotomy):

- Associate's degree
- ASCP Phlebotomy certification(s) in areas of responsibility
- 2 years (4,000 hours) of verified, paid occupational experience within the last 5 years
- Active CTE Credential or willingness to obtain.

Nursing Faculty and Instructor Qualification Requirements

Minimum Qualifications for Director:

- Graduate degree in nursing
- Active unencumbered license to practice as a registered nurse in Colorado
- Documented knowledge and skills related to teaching adults, teaching methodology, curriculum development, and curriculum evaluation
- 2 years (4,000 hours) of paid clinical experience as a practicing registered nurse within the last 5 years
- 2 years (4,000 hours) experience teaching in an approved Nursing Education Program at or above the level of the program the individual will be directing
- Active CTE Credential or willingness to obtain.

Minimum Qualifications for Faculty and Instructors:

- Graduate degree in nursing or demonstrate compliance with the following:



- If the individual has a graduate degree in a field other than nursing, he or she must have a bachelor's degree in nursing from a Nursing Education Program with national nursing accreditation and demonstrate evidence that the graduate degree is in a field relevant to the area of responsibility.
- If the individual has only a bachelor's degree in nursing, he or she must submit to the Board a written plan demonstrating ongoing progression in obtaining a graduate degree in nursing from a Nursing Education Program with national nursing accreditation.
- Active, unencumbered license to practice as a registered nurse in Colorado.
- 2 years (4,000 hours) of paid professional nursing clinical experience within the last 5 years.
- An active CTE Credential or willingness to obtain

Preferred Qualifications for Faculty and Instructors:

- Experience teaching in an approved Nursing Education program and/or in a postsecondary setting

Minimum Qualifications for Faculty and Instructors (Clinical):

- Graduate degree in nursing from a Nursing Education Program with national nursing accreditation or demonstrate compliance with the following:
 - If the individual has a graduate degree in a field other than nursing, he or she must have a bachelor's degree in nursing from a Nursing Education Program with national nursing accreditation and demonstrate evidence that the graduate degree is in a field relevant to the area of responsibility.
 - If the individual has only a bachelor's degree in nursing, he or she must submit to the Board a written plan demonstrating ongoing progression in obtaining a graduate degree in nursing.
- Active, unencumbered license to practice as a registered nurse in Colorado.
- 1 year (2,000 hours) of full-time (or equivalent), professional nursing experience in the area of instruction within the last 5 years
- Active CTE Credential or willingness to obtain.

Minimum Qualifications for Associate Nursing Instructional Personnel (ANIP):

For ANIP in a Clinical Simulation or other simulated patient care environment and accountable for meeting assistive instructional responsibilities under the supervision of nursing Faculty:

- Active, unencumbered license to practice as a registered nurse in Colorado.
- Associate's degree
- A minimum of 1 year (2,000 hours) of clinical experience relevant to the area(s) of responsibility.



- Active CTE Credential or willingness to obtain.

For ANIP in an actual patient/client environment and accountable for assistive instructional responsibilities under the supervision of nursing Faculty:

- Active, unencumbered license to practice as a registered nurse in Colorado.
- Bachelor's degree in nursing from a Nursing Education Program with national nursing accreditation.
- 2 years (4,000 hours) of professional nursing practice within the last 5 years
- Active CTE Credential or willingness to obtain.

Nurse Aide Program Coordinator, Faculty, and Instructor Qualification Requirements:

Minimum Qualifications for Program Coordinator:

- Active, unencumbered professional nursing license.
- 1 year (2,000 hours) of nursing experience caring for the elderly and/or the chronically ill of any age within the last 5 years.
- Completion of a course in teaching adults, documented experience in teaching adults, or 1 year of experience managing nurse aides.
- Active CTE Credential or willingness to obtain.

Minimum Qualifications for Instructor:

- Active, unencumbered professional nursing license.
- 1 year (2,000 hours) of nursing experience caring for the elderly and/or the chronically ill of any age within the last 5 years.
- Completion of a course in teaching adults, documented experience in teaching adults, or 1 year of experience managing nurse aides.
- Active CTE Credential or willingness to obtain.

PART TIME INSTRUCTORS

*For CTE programs, part-time instructors are defined as instructors who have less than 450 student contact hours annually (from July 01-June 30). Minimum qualifications for part-time instructors of any program not specified below are the same as those listed above for full-time faculty.

General CTE Faculty and Instructor Qualification Requirements

- High School Diploma or GED
- 2 years (4,000 hours) of verified occupational experience (within the last 10 years)
- Adequate content knowledge to carry out, under supervision, the objectives of the program



Law Enforcement Training Academy Instructor Qualification Requirements

Minimum Qualifications for SME Instructors:

- High School Diploma or GED
- Completion of relevant approved skills instructor training program or specialized training in topic to be taught.
- Colorado Basic Peace Officer Certification
- Successful completion of an approved forty (40) hour instruction methodology training program (if necessary).
- Active CTE Credential or willingness to obtain (if necessary)

MULTIPLE MEASURES CREDENTIALING

In accordance with local policies and procedures for teacher qualifications, Otero can employ a multiple measures approach when credentialing CTE faculty. This process allows Otero to consider a variety of factors to ensure faculty meet the unique needs of our CTE programs. These measures provide flexibility while maintaining the highest standards of instructional quality. Multiple measures can include but are not limited to:

- Verified occupational experience
- Industry licenses, certifications, or credentials
- Tested experience
- Approved professional development to achieve professionally required competencies

CREDENTIALING WITH MISSING REQUIREMENTS

If an applicant does not meet the above criteria but meets one of the following scenarios, they are eligible for an initial (3-year) credential with the noted renewal requirements being met before a professional credential will be issued.

1. Applicant has completed a related degree but has less than the required occupational hours. The applicant will be required to complete one of the following:
 - a. Missing occupational hours
 - b. Professional development to achieve professionally required competencies
 - c. Professionally required competency can be demonstrated with an industry-recognized qualification or certification test (i.e. AWS, CWI, ASE, etc.)
2. Applicant has at least 4,000 hours of verified occupational experience and a high school diploma or GED but has not completed a related degree. The applicant will be required to complete one of the following:
 - a. Related degree
 - b. State, national, industry, military, or union license or certification in an appropriate skill or trade area



3. Related degree and the correct number of occupational hours, but they are older than 5 or 10 years AND they have been teaching in the content area. The applicant will be required to complete or prove one of the following:
 - a. Teaching experience can substitute for occupational experience provided hours can be documented at some time in their career.
 - i. Full-time applicants – 3 years of full-time teaching experience
 - ii. Part-time applicants – 6 years of part-time teaching experience
 - b. Professional development to achieve professionally required competencies
 - c. Professionally required competency can be demonstrated with an industry-recognized qualification or certification test (i.e. AWS, CWI, ASE, etc.)

PART-TIME TO FULL-TIME CREDENTIAL REQUIREMENTS

Instructors moving from a part-time to a full-time role will receive an initial full-time credential. If they have already met the professional development requirements for a full-time professional credential, they may be issued a professional credential instead.

SECONDARY TO POST-SECONDARY CREDENTIAL REQUIREMENTS

Postsecondary credentials based on existing secondary credentials are issued on a case-by-case basis. Additional professional development or educational hours may be required, depending on the specific pathway requirements.

COLORADO CTE CREDENTIAL RENEWAL REQUIREMENTS

*Please note that these requirements cover the minimum requirements to transition or renew a Colorado CTE Credential and individuals and/or programs may have additional requirements to maintain teaching eligibility.

Initial to Professional Credential Transition Requirements:

- Full-time credential: Individuals who hold an initial full-time credential must complete the following to transition to a professional credential:
 - Completion of EDU 2501: CTE in Colorado (or equivalent)
 - Completion of EDU 2601: Adult Learning & Teaching (or equivalent)
- Part-time credential: Individuals who hold an initial part-time credential must complete **one** of the following to transition to a professional credential:
 - EDU 2501: CTE in Colorado (or equivalent)
 - EDU 2221: Effective Teaching (or equivalent)
 - EDU 2661: Advance College Teaching Methods (or equivalent)

Professional Credential Renewal Requirements:

- Full-time credential: 6 credit hours related to the credential area and supervisor signature. Credit hours can be any combination of:
 - Transcribed college credit
 - Workshop/seminar/conference time (15 hours = 1 semester hour)



- Work experience (40 hours = 1 semester hour)
- Part-time credential: Letter indicating satisfactory performance from supervisor

RENEWAL OF EXPIRED CREDENTIAL

The renewal of a lapsed CTE credential (including credentials for which application was not filed prior to the expiration date) will be granted if the requirements on the expired credential were completed and the applicant meets any other criteria needed. In addition, if the credential has been expired for more than two years, the applicant must document 1,000 hours of related occupational experience within the last five years. For instructors who have been teaching for the past 7 years or more who let their CTE credential lapse for more than two years, 3 school years of full-time instructional experience in the credentialing area can substitute for the otherwise 1,000 hours of relevant occupational experience that is required to renew a lapsed credential. The reinstated credential is effective the date the application and supporting materials have been reviewed and verified.

REVISING THIS PROCEDURE:

Otero College reserves the right to change any provision or requirement of this procedure at any time and the change shall become effective immediately.