



Certification Department

Check List For Hiring Credit Instructor's

Required Documents:

- ✓ "C" Form- Found under Human Resources-Hiring Forms
- ✓ Certification Application (VE-CE-112 form)
 - Certification may have this on file from the application process if the person applied using the online application system
- ✓ Official Transcripts
 - Occupational instructors- Need to have a degree in the area in which is being taught, unless a Bachelor's degree is held
- ✓ Verification of Occupational Experience (Non-Teaching)- See occupational hours below for each type of degree completed. Hours need to be in the field of which is being taught.

Occupational Instructor's

- **Bachelors degree**- 4,000 hrs
- **Associates degree**- 7,000 hrs
- **Vocational diploma**- 9,000 hrs
- Should someone have no post secondary education, 14,000 hrs of occupational experience needs to be provided in the field of what is being taught

Academic Instructor's

- Need to show 2,000 hours of work experience in any field except education

May Be Required Depending on Situation:

- ✓ Verification of Self-Employment
 - This is only needed if someone owned a business which relates to the area that is being taught, and needed to use those hours towards their occupational experience. (This would need to be signed off by an accountant, attorney, customer, etc.)
- ✓ Verification of Teaching
 - This is only needed should someone have taught in a formal educational setting and is required for the position. If for example someone taught training at HABCO or State Patrol Academy, please contact Certification as other documents would need to be completed. **NOTE: Teaching experience is not an initial requirement and can be earned on the job.**
- ✓ 103 Form (Identification of Computer Software Experience)
 - Only needs to be completed if teaching courses in the 103 area
- ✓ Copies of any special licenses for the field

****PLEASE NOTE: SHOULD YOU BE HIRING SOMEONE TO TEACH 625 or 480-484 COURSES, PLEASE CONTACT CERTIFICATION FIRST.****

*As always, contact us with any questions you may have.
Betsy Konter (608)789-6253 or Jackie Kettner (608)789-6233*



Certification Department

Check List For High School Articulation Instructor's

Required Documents:

- ✓ "C Form"- Found under Human Resources-Hiring Forms

NOTE: Need to request course only- Can't give entire instructional area

- ✓ "Contracted Non-Paid Hiring Form" for HR
- ✓ VE-CE 112 (Application)
- ✓ Copy of current DPI License for area in which teaching

Paperwork Collection:

Deb Hether will collect all the needed paperwork and will then give copies to the division for completing the "C" form. Once the division completes the "C" Form the new hire paperwork gets sent to Certification for processing.

Note: HS Articulation instructors need their certifications renewed yearly, but don't need to complete renewal activities.



Certification Department

Check List For Hiring Non-Credit Instructor's

****If someone has not taught in the last 3 years, all new paperwork needs to be completed****

Certification paperwork is needed for courses with aid codes 42 and 47

- ✓ Certification Application
- ✓ Copies of Transcripts- Does not need to be an original
- ✓ Verification of Occupational Experience- (This should be in the area of which the person will be teaching.)
The amount of experience needed depends on what is being taught, but you will be safe with 4,000 hours.
- ✓ Guideline 49 Non-credit hiring form
- ✓ "C" Form

May Be Required Depending on Situation:

- ✓ 103 Form (Identification of Computer Software Experience)
 - Only needs to be completed if teaching courses in the 103 area
- ✓ Verification of Self-Employment
 - This is only needed if someone owned a business which relates to the area that is being taught, and needed to use those hours towards their occupational experience. (Verification would need to be signed off by an accountant, attorney, customer, etc.)
- ✓ Refer to Guideline 49 printout for any special licensing
<http://systemattic.wtcsystem.edu/certification/Cert/guide/guid49.htm>

Certification paperwork needed for 625 courses

- ✓ Contact Certification in this instance first

Note: Guideline 49 indicates that you can certify someone under Unique Qualifications; however the following documentation needs to be in the file:

- ✓ Certification Application
- ✓ A written description of the unique qualifications of the individual, which might include a signed statement of support from a person with subject area knowledge
- ✓ The signature of the hiring dean or supervisor
- ✓ Copies of any industry, state or governmental certificates applicable to the area of assignment

Unique qualifications option does not apply when certifying in these areas: 057, 162, 194, 302, 303, 307, 311, 314, 316, 317, 401, 402, 449, 458, 467, 475, 502, 503, 531, 533, 625, 807, 801-810 812, 815, 816, 817, and 818).

<http://systemattic.wtcsystem.edu/certification/Cert/guide/guid49.htm>

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