



Policy Name:	Employee Credentialing Acknowledgement
Policy Number:	1.14
Effective Date:	June 7, 2007
Date of Last Revision:	July 24, 2019
Functional Area:	Academic Affairs

Employee Credentialing Acknowledgement

The Professional Development expectations, time limits, and possible consequences related to lack of progress in credentialing must be identified, and becomes a part of the Job Description that is signed by the candidate selected for employment.

Instructions: Fill in all blanks, marking "N/A" for any areas that are Not Applicable

Employee Acknowledgment

I understand that my progress toward achieving the following expectations will impact consideration of my continued employment each semester/year with NLTC, _____(Campus).

1. By _____(Date), I am expected to pass the NOCTI assessment for my position.
2. I am expected to complete all industry-based certifications, license requirements, and/or program accreditations for my position as identified below:

Industry-Based Certification, Licensure, or Program Accreditation	Expected Completion Date

3. By _____ (Date), I am expected to earn a/an _____ Degree, with successful completion of at least one course towards the degree requirement each semester or a total of 9 credit hours earned per academic year (Summer, Fall, Spring).
4. Within 6 months of the expiration date of any required industry-based certification, I am expected to have completed Re-Certification.

I understand that if I resign from employment with NLTCC prior to three years' service, I will be required to return all funds invested in me by NLTCC for college courses and/or industry certification attempted. The amount invested by NLTCC will be withheld from my last paycheck.

Signature of Employee

Date

Policy & Reference: LCT Policy # IS100.14 Employee Credentialing Acknowledgement
Louisiana Technical College Policy No. IS100.14
Bulletin 746-Part B Vocational and Technical Personnel for Postsecondary
LTC Policy #1S1930.145 Faculty Job Description

Approved:



Dr. Jayda Spillers

Chancellor

