



ARKANSAS STATE BOARD OF PRIVATE CAREER EDUCATION

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FORM 3000

INSTRUCTOR RECORD OF QUALIFICATIONS

NAME OF INSTRUCTOR _____ DATE OF EMPLOYMENT AS AN INSTRUCTOR _____

NAME OF SCHOOL _____

ADDRESS OF SCHOOL _____ CITY STATE

LIST THE PROGRAM(S) IN WHICH THIS INSTRUCTOR WILL BE TEACHING: _____

ARKANSAS CODE 6-51-601 ET. AL. AND REGULATIONS require that instructors shall be qualified by education and/or work experience. INSTRUCTORS shall be qualified by meeting one (1) of the following options below:

“X” ONLY THE ONE ITEM BY WHICH YOU ARE QUALIFIED TO TEACH THE PROGRAM(S) LISTED ABOVE AND ATTACH THE APPROPRIATE PROOF:

_____ (1) Hold not less than a baccalaureate degree in a field directly related to the program(s) in which teaching – ATTACH A COPY OF TRANSCRIPT.

_____ (2)(a) Hold not less than a baccalaureate degree in a field not directly related to the program(s) in which they are teaching - ATTACH A COPY OF TRANSCRIPT; AND

(b) Have not less than 15 semester hours or equivalent directly related to the program(s) in which they are teaching – HIGHLIGHT HOURS ON TRANSCRIPT.

_____ (3)(a) Hold not less than a baccalaureate degree in a field not directly related to the program(s) in which teaching - ATTACH A COPY OF TRANSCRIPT; AND

(b) Have one (1) year of on-the-job training directly related to the program(s) in which they are teaching - COMPLETE AND ATTACH FORM 3200.

_____ (4)(a) Hold an associate degree in a field directly related to the program(s) in which teaching - ATTACH A COPY OF TRANSCRIPT; AND

(b) Have one (1) year of on-the-job training directly related to the program(s) being taught - COMPLETE AND ATTACH FORM 3200.

_____ (5)(a) Hold an associate degree not directly related to the program(s) in which they are teaching – ATTACH A COPY OF TRANSCRIPT; AND

(b) Have two (2) years of on-the-job training directly related to the program(s) in which they are teaching - COMPLETE AND ATTACH FORM 3200.

_____ (6)(a) Hold a high school diploma or certificate of equivalency - ATTACH A COPY OF TRANSCRIPT, DIPLOMA OR GED CERTIFICATE, AND

(b) Completed a program(s) of instruction at a recognized school in a field directly related to the program(s) in which teaching - ATTACH A COPY OF CERTIFICATE SHOWING COMPLETION OF PROGRAM; AND

(c) Have three (3) years of on-the-job training directly related to the program(s) being taught - COMPLETE AND ATTACH FORM 3200; AND

(d) Hold the appropriate certificate, license, or rating if the occupation is one requiring certificate, license, or rating - ATTACH APPROPRIATE PROOF/COPY OF DOCUMENT.

_____ (7)(a) Hold a high school diploma or certificate of equivalency - ATTACH A COPY OF TRANSCRIPT, DIPLOMA OR GED CERTIFICATE; AND

(b) Completed required apprenticeship (as listed in the U.S. Department of Labor Bureau of Apprenticeship) in a field directly related to the program(s) in which teaching- ATTACH PROOF OF APPRENTICESHIP TRAINING; AND

(c) Have five (5) years of on-the-job training directly related to the program(s) being taught - COMPLETE AND ATTACH FORM 3200; AND

(d) Hold the appropriate certificate, license, or rating if the occupation is one requiring certificate, license, or rating - ATTACH APPROPRIATE PROOF/COPY OF DOCUMENT.

_____ (8)(a) Hold a high school diploma or certificate of equivalency - ATTACH A COPY OF TRANSCRIPT, DIPLOMA OR GED CERTIFICATE; AND

(b) Have seven (7) years of on-the-job training directly related to the program(s) being taught - COMPLETE AND ATTACH FORM 3200; AND

(c) Hold the appropriate certificate, license, or rating if the occupation is one requiring certificate, license, or rating - ATTACH APPROPRIATE PROOF/COPY OF DOCUMENT.

I certify that I presented true statements throughout this instructor qualification form and the attachments submitted herewith to the best of my knowledge and belief.

DATE SIGNATURE OF INSTRUCTOR SIGNATURE OF SUPERVISOR

BOARD USE ONLY CK OR MO# DATE OF CK/MO REC'D \$