

QUALIFICATIONS OF SCHOOL STAFF

1. An instructor in an academically credentialed area shall have, at a minimum, a baccalaureate degree from an accredited college or university, and shall by evidence of academic transcript, and/or occupational experience, demonstrate appropriate familiarity with the subject matter taught. An official copy of a college transcript is one with an embossed school seal affixed. Neither a Xerox copy nor a faxed copy will be accepted.
 2. An instructor of other than an academically credentialed area shall have a high school diploma or its equivalent with a license, diploma, certificate or other degree from a recognized institution or organization* in the area taught and, at a minimum, four years of documented evidence of occupational experience in the area taught approved by the Commission. An official copy of a high school transcript or its equivalent is one with an embossed school seal affixed. If it is not possible to secure this, a notarized statement attesting to the name/address of the high school awarding the diploma/GED and the date of graduation is acceptable. The documented evidence of occupational experience in the area taught may be in the form of letters from former employer(s) verifying work experience in the area taught or a notarized statement attesting to work experience in the area taught. A resume' submitted by the person does not fulfill these requirements unless it is notarized.
- * DEFINITION: A recognized institution or organization shall include any bonafide, licensed, chartered or traditionally accredited business or association legally engaged in commerce, education, training or advocacy including, but not limited to, governmental agencies, labor unions, trade and professional associations, business leagues, corporate training programs, professional corporations and retail financial and commercial entities. The Proprietary Schools area shall reserve the right to use all reasonable means in verifying the validity of credentials submitted in satisfaction of abovementioned item number 2.
3. An Academic Dean of Education shall have, at a minimum, a baccalaureate degree from an accredited college or university and shall provide official evidence of such as outlined in abovementioned item number 1.

4. A Guidance Counselor of a proprietary school shall be certified by the "Louisiana Department of Education" or licensed by the "Licensed Professional Counselors Board of Examiners" and shall provide documented evidence thereof.

** NOTE: Please refer to the three paragraphs at the bottom of the PSC-9 Form for further information relative to the necessary documentation required for staff approval.

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