



Policy No. IS100.14  
 Northwest Louisiana Technical College

**Employee Credentialing Acknowledgement**

Original Adoption: June 7, 2007  
 Effective Date: June 7, 2007  
 Last Revision: August 20, 2014

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 NWLTC, \_\_\_\_\_ (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 NWLTC prior to three years' service, I will be required to return all funds invested in me by NWLTC for college courses and/or industry certification attempted. The amount invested by NWLTC will be withheld from my last paycheck.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

*Policy Reference:* Louisiana Technical College Policy No. IS100.14  
Bulletin 746-Part B Vocational and Technical Personnel for Postsecondary  
LTC Policy #IS1930.145 Faculty Job Description

Approved:



\_\_\_\_\_  
Dianne Clark  
Interim Director