Thank you for your interest in teaching at Northland Pioneer College. In order to do so, you need to have your credentials on file and reviewed before you will be scheduled to teach. We ask that you please read the following information and return the necessary forms to the NPC Human Resources.

In order for your Teaching Qualifications Statement to be considered, please check that you have completed the following items:

- Teaching Qualifications Statement for Northland Pioneer College. **Must be completed in full and signed.**
- Letters verifying at least five (5) years experience in your occupational field to be taught. Letter(s) if possible, should be on letterhead and should include: your job title, specific duties, specific dates that you worked for the employer (the month/year to and from), and the signature of an official from the company, your supervisor, commanding officer, etc.
- Copies of all appropriate Arizona State licenses and certificates.
- **OFFICIAL TRANSCRIPTS** to: HUMAN RESOURCES, NORTHLAND PIONEER COLLEGE, PO BOX 610, HOLBROOK AZ 86025-0610. We must receive your Official Transcripts, bearing the College or University seal, of ALL college work done. Duplicated copies **WILL NOT BE ACCEPTED**.
- Current Resume.
- EEO Information Sheet.

Return packet to: Human Resources, Northland Pioneer College, PO Box 610, Holbrook AZ 86025-0610. We will hold your packet for one month and will then inform you of any missing items. If all items are not submitted the following month, your packet will become inactive.

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1. Social Security # _______ - _______ - _______
   (Disclosure is voluntary. See* on reverse side of application)

2. Date of Birth: _____ / _____ / ______

3. Name: ___________________________     __________     __________________________     _____________________________
   First                                   MI                                   Last                                                  Former

4. Address: ___________________________________     _____________________________     __________     ________________
   Mailing                                        City                                          State                      Zip

5. Phone #: (_____) ________ - __________________     E-mail: __________________________________

6. Requested teaching field(s):

7. Academic Training:
   Regionally Accredited College or University    Location    Dates    Degrees Earned


8. Have you taught at a regionally-accredited community college outside the State of Arizona? ______
   If yes, where?_________________________________________     Dates? ________________________________

9. Have you held a teacher, instructor, or administrator certificate, license or credential which was revoked, voluntarily surrendered, suspended, or denied or have you received a reprimand or other disciplinary action involving your certificate? ______
   (If answer is “Yes,” please give details on a separate sheet, signed, dated and notarized)

10. Have you ever been convicted, or plead no contest, for a felony or a misdemeanor originally designated as a felony or open end offense? __________
    (If answer is “Yes,” please give details on a separate sheet, signed, dated and notarized)

11. Occupation Experience: List last employer first. List only occupational experience appropriate to the area of certification for which you are applying. Have letters of work experience on letterhead sent from past or present employers verifying the information listed below.

<table>
<thead>
<tr>
<th>Month &amp; Year</th>
<th>Employer</th>
<th>City/State</th>
<th>Position</th>
<th>Duties</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

(Complete Reverse Side)
12. List any Federal or State License or Certificate held (If held in the field of occupational experience).

(Signed) _______________________________    Date ________________________________

Notice to Applicant

- The disclosure of your social security number is voluntary and is used for identification purposes and will remain confidential.

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Revised 9-12-14
Qualifications Required to Teach

The requirements shown below are the minimum standards to qualify to teach at Northland Pioneer College.

<table>
<thead>
<tr>
<th>Qualification Levels</th>
<th>Course Type</th>
<th>Degree Required*</th>
<th>Required Semester Credit Hours/Training*</th>
<th>Occupational Experience*</th>
<th>License or Certification*</th>
<th>Other/Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.1</td>
<td>Academic or Occupational</td>
<td>Master’s</td>
<td>18 graduate semester hrs in teaching field</td>
<td>N/A</td>
<td>as appropriate</td>
<td>Meets GIR #9 &amp; #16 requirements of NCA</td>
</tr>
<tr>
<td>A.2</td>
<td>Academic or Occupational</td>
<td>Master’s</td>
<td>24 upper division and/or graduate semester hrs in teaching field</td>
<td>N/A</td>
<td>as appropriate</td>
<td>Meets GIR #9</td>
</tr>
<tr>
<td>B.1</td>
<td>Academic</td>
<td>Bachelor’s or higher degree in field to be taught</td>
<td>N/A</td>
<td>N/A</td>
<td>as appropriate</td>
<td>Assoc Faculty only, meets GIR #9</td>
</tr>
<tr>
<td>B.2</td>
<td>Occupational</td>
<td>Bachelor’s or higher degree in field to be taught</td>
<td>N/A</td>
<td>3 years in field to be taught</td>
<td>Current license or certification in the field taught</td>
<td>assoc faculty or full time faculty, meets GIR #9</td>
</tr>
<tr>
<td>B.3</td>
<td>Occupational</td>
<td>Associate’s degree OR 64 semester hrs</td>
<td>N/A</td>
<td>5 years in field to be taught</td>
<td>Current license or certification in the field taught</td>
<td>assoc faculty or full time faculty, meets GIR #9</td>
</tr>
<tr>
<td>C.1</td>
<td>Various Occupational or Special Interest</td>
<td>N/A</td>
<td>Documented training or abilities &amp; letter from Dean of Director</td>
<td>N/A</td>
<td>Current license or certificate as appropriate</td>
<td>Letter on file from Dean or Director</td>
</tr>
</tbody>
</table>

*all requirements must be met under each area

1. Only degrees and credits from regionally accredited colleges or universities will be accepted to meet the qualification standards. Degrees earned from a foreign institution will be considered on an individual basis, applicant may be required to submit foreign transcripts to an approved foreign credential evaluation agency for certification and translation as needed.
2. Occupational license or certificate must be current and issued by a state or national regulatory body/agency.
3. Official transcripts from all prior universities or colleges must be submitted.

Approved Foreign Transcript Evaluation Agencies:

PO Box 32926 - PO Box 3665 - PO Box 514070
Phoenix, AZ 85016 - Culver City, CA 90231 - Milwaukee, WI 53203-3470
602-265-0678 - 310-258-9451 - 414-289-3470
OFFICIAL TRANSCRIPT REQUEST

Instructions to applicant:
Please fill out the information below and mail to the college(s) or vocational school(s) that you previously attended. Address the envelope as follows:

(Name of School Previously attended)

(Address) (City) (State) (Zip Code)

ATTENTION: TRANSCRIPT REQUEST DEPARTMENT

Dear Registrar,
In order to teach for Northland Pioneer College, I must have an official copy of my transcript sent to Northland Pioneer College. Please return this request and an official copy of my transcript to:

Human Resources Department
Northland Pioneer College
PO Box 610
Holbrook AZ 86025

I attended your school from___________________ to ______________________________
(Semester/Year) (Semester/Year)

Date of Birth_______________________________ Social Security Number _______ - _______ - _______
(Name as shown on your school records)

If there is a charge for this service please notify me. Thank you.

Sincerely,

Northland Pioneer College
Transcripts:
Walk-ins: $15.00
Regular Process by Mail: $10.00

(if there is some reason why this request cannot be granted please indicate below and return the form to me.

1. More information is needed: 3. No record of my attendance can be found: ______
2. I owe the school money: $___________ 4. Other (please specify): ______________________

(Current Mailing Address) (City) (State) (Zip Code)
EEO INFORMATION

This information is for EEO compliance purposes only and is voluntary and confidential.

NAME:

JOB TITLE:

GENDER: MALE______ FEMALE______

Please mark all boxes that apply.

HOW DID YOU LEARN OF THIS POSITION?

☐ NPC Announcement
☐ Newspaper Ad______________________
☐ Friend
☐ Dept. of Economic Security
☐ Internet
☐ Journal/Periodical:________
☐ Other:

PHYSICAL DISABILITIES:

☐ Yes
☐ No

☐ I CHOOSE NOT TO SUBMIT THE ABOVE INFORMATION

EEO ETHNICITY

☐ White
☐ African-American
☐ Hispanic
☐ Asian or Pacific Islander
☐ Native American or Alaskan Native
☐ Other

VETERAN

☐ Yes
☐ No

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TEACHING FIELDS AND SUBJECT MATTER AREAS
<table>
<thead>
<tr>
<th>ID#</th>
<th>AREA OF CERTIFICATION OF QUALIFICATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>0001</td>
<td>ACCOUNTING – Auditing, Bookkeeping, Budget Forecasting, Computerized Accounting, Cost Accounting, Financial Accounting, Managerial Accounting, Payroll Accounting, Tax Accounting.</td>
</tr>
<tr>
<td>0007</td>
<td>ANTHROPOLOGY – Archaeology, Cultural Anthropology, Folklore, Linguistics, Physical Anthropology.</td>
</tr>
<tr>
<td>0008</td>
<td>ARCHITECTURE – Architectural Design, Blueprint Reading, Computer-Aided Drafting, Drafting, Landscape Architecture, Engineering Aide, Surveying.</td>
</tr>
<tr>
<td>0012</td>
<td>ASTRONOMY – Astronomy, Astrophysics.</td>
</tr>
<tr>
<td>0013</td>
<td>ATMOSPHERIC SCIENCES – Atmosphere, Climatology, Cosmology, Meteorology.</td>
</tr>
<tr>
<td>0014</td>
<td>AUTOMOTIVE TECHNOLOGY – Auto Body Repair, Auto Mechanics, Commercial Driving Technology, Defensive Driving, Diesel Technology, Freight and Truck Operations, Truck Driving, Vehicle Maintenance and Inspection.</td>
</tr>
<tr>
<td>0016</td>
<td>BANKING AND FINANCE – Bank Operations, Banking Skills, Business Finance, Credit Unions, Investments, Lending, Savings and Loans, Stocks and Bonds.</td>
</tr>
</tbody>
</table>
0018 BIOLOGICAL SCIENCES – Anatomy, Bacteriology, Biochemistry, Biology, Botany, Cytology, Ecology, Embryology, Environmental Biology, Genetics, Immunology, Marine Biology, Microbiology, Pathology, Pharmacology, Physiology, Wildlife Management, Zoology.

0019 BOTANY – Forestry, Greenhouse Management, Horticulture, Landscape, Phycology, Plants.

0020 BUILDING CONSTRUCTION TECHNOLOGY – Blueprint Reading, Building Codes, Building Inspection, Building Maintenance, Construction Management, Construction Safety.

0021 BUILDING TRADES – Bricklaying, Carpentry, Custodial Services, Drywall, Electrical, Floor Covering, Glazing, House Wiring, Ironworking, Lathing, Masonry, Operating Engineering, Painting, Paperhanging, Pipefitting, Plastering, Plumbing, Roofing, Tile Setting.


0024 CHEMICAL DEPENDENCY – Alcohol Abuse, Chemical Abuse, Drug Abuse.


0026 CHILD DEVELOPMENT – Child Care, Child Development, Enhancing Infant/Toddler Development, Kindergarten, Nursery, Preschool, Teacher-Aide Program, Training for Special Education.

0027 CLASSICS – Classic Art, Classic Literature, Greek, Latin.


0030 COOPERATIVE EDUCATION – Career Progression, Job Seeking Strategies, Job Survival Strategies.

0031 COSMETOLOGY – Aesthetician Technology, Barbering, Cosmetology, Hair Styling, Manicuring, Pedicuring, Sculpturing Nails.

0032 CUSTOMER SERVICE – Call Management, Credit Card Service, Telemarketing, Teleservices, Total Quality Management.

0033 DANCE – Ballet, Ballet Folklorico, Ballroom, Choreography, Country Western Dance, Dance Production, Folk Dance, Improvisation, Jazz, Modern, Swing, Tap.
DENTAL SCIENCE – Dental Hygiene, Dentistry, Oral Surgery.


DRAFTING TECHNOLOGY – Architectural Drafting, Blueprints, Computer-Aided Drafting, Design, Graphics, Illustration, Map Drafting, Mechanical Drafting, Plane Surveying, Technical Drafting.

*EARTH SCIENCES – Climatology, Geography, Geology, Geophysics, Hydrology, Marine Sciences, Meteorology, Mineralogy, Oceanography, Paleontology, Physical Geography.


EDUCATIONAL LEADERSHIP/EDUCATIONAL ADMINISTRATION - Educational Administration, Educational Foundation, Educational Leadership, Educational Research, Introduction to Education.

EMERGENCY DISPATCH TECHNOLOGY – Introduction to Dispatch, Medical Dispatch, Public Safety Dispatch, 911 Operations.

EMERGENCY MEDICAL SERVICES – Cardiopulmonary Resuscitation, Emergency Medical Technology, First Aid, Paramedics, Trauma.

ENGINEERING – Aeronautical Engineering, Aerospace Engineering, Chemical Engineering, Civil Engineering, Design Engineering, Electrical Engineering, Electronic Engineering, Engineering Technology, Industrial Engineering, Mechanical Engineering, Mechanical Design Engineering, Metallurgical Engineering, Mining Engineering, Nuclear Engineering, Quality Control Engineering, Mathematics. *(Engineers with a Bachelor’s Degree and above may teach up to College Algebra.)*

ENGLISH/LITERATURE – Children’s Literature, Classical Literature, Comparative Literature, Creative Writing, Developmental English, English Composition, English Grammar, English Language, Folklore, Linguistics, Literary Theory, Literature, Novels, Poetry, Spelling, World Literature, Writing.


EQUINE SCIENCE – Breeds, Equine Anatomy and Physiology, Farrier Science, Horsemanship, Rodeo Skills, Roping.


FAMILY STUDIES – Aging, Child Development, Death and Dying, Genealogy, Marriage, Parenting, Youth Services.

*FINE ARTS – Art, Dance, Drama, Music, Photography, Theatre, Writing.


FOOD PRODUCTION/ CULINARY ARTS – Catering, Fine Dining, Food Preparation/Service, Food Service Equipment, Food Service Management, On-site Food Service and Quick-service, Nutrition/Food Safety, Restaurant Management.

FOREIGN LANGUAGE – Chinese, French, German, Greek, Italian, Japanese, Latin, Russian, Sign Language, Spanish, etc.


GEOGRAPHY – Cartography, Conservation and Management of Natural Resources, Cultural Geography, Economic Geography, Geographic Information Systems, Geology, Maps, Meteorology, Physical Geography, Urban Geography, World/Regional Geography

GEOLOGY – Environmental Geology, Geochemistry, Geology, Geophysics, Historical Geology, Mineralogy, Paleontology, Petrology, Physical Geology, Volcanology.


HEALTH SCIENCE/PHYSICAL CARE SERVICES – Aging, Athletic Injuries, Dental Assisting, Dental Hygiene, Dental Lab, Emergency Medical Technology, First Aid, Health, Health-Care Management, Health Education, Health Information Systems, Hospital Administration, Massage Therapy, Medical Assistancehip, Medical Ethics, Medical Lab Technology, Medical Records, Medical Terminology, Optical Technology, Paramedics, Pharmacology, Phlebotomy, Physical Therapy, Radiology Technology, Respiratory Therapy, Sanitation, Ultrasound Technology, X-ray Technology.


*HUMANITIES – Anthropology, Art, Art History, Classics, Dance, English Language and Literature, Humanities, Music, Philosophy, Religious Studies, Romance Languages, Romance Literature, Theatre.

INSURANCE – Burglary, Dental, Disability, Fire, Health, Home Owners, Inland Marine, Life, Motor Vehicles, etc.


JUDICIAL STUDIES – Appeals, Arizona Courts, Court Management, Court Reporting, Court Support Services, Injunctive Actions, Judicial Ethics, Judicial Writing, Legal Assisting, Sentencing, Tribal Court Advocacy, Tribal Law.

LAW – Business Law, Constitutional Law, Criminal Law, Law, Legal Assisting, Legal Studies, Real Estate Law, Tax Law, Tribal Court Advocacy, Tribal Law, etc.


MARTIAL ARTS – Judo, Jujitsu, Karate, Tae Kwon Do, Tai Chi Chih, Tai Chi Chuan.


MEDICAL SCIENCE – Anatomy, Biochemistry, Cancer Biology, Cellular Biology, Chiropractics, Emergency Medical Services, Family and Community Medicine, Immunology, Medicine, Microbiology, Molecular Biology, Neurology, Obstetrics and Gynecology, Ophthalmology, Pathology, Pediatrics, Pharmacology, Physiology, Psychiatry, Radiation Oncology, Radiology, Surgery.

MEDICAL TECHNOLOGY – Medical Coding and Billing, Medical Terminology, Medical Transcription, Pharmacy Technology, Physical Therapy, Radiology Technology, Respiratory Therapy, Surgical Technology, Unit Clerk Technology.

METALLURGY/MINING – Metallurgy, Mine Safety, Mining Operations.

MORTUARY SCIENCE – Cremation, Death and Dying, Embalming, Funeral Services, Mortuary Administration, Restorative Art.


NATIVE AMERICAN LANGUAGE – Apache, Hopi, Hualapai, Maricopa, Navajo, Pima, Tohono O’Odham, Yaqui, etc.

NATURAL SCIENCES – Genetics, Metrics of Science, Museum History, Museum Sciences, Natural History, Our Country’s Frontier, Special Field Projects, Special Science Projects, Taxonomy.

NURSING – Complimentary Therapies, Emergency Medical Services, Health Science, Intravenous Medication, Medical Ethics, Medical Services, Midwifery, Nursing, Pharmacology, Phlebotomy.

OFFICE ADMINISTRATION – Bookkeeping, Computer Software Application Processes, Court Reporting, Filing, Legal Secretary, Medical Secretary, Office Automation, Office Machines, Office Management, Secretarial Science, Shorthand, Stenography, Receptionist, Typing.

PHARMACY – Medical Ethics, Nonprescription Drugs, Pharmaceuticals, Pharmacology, Pharmacy Laws, Toxicology.

PHILOSOPHY – Aesthetics, Ethics, Logic, Moral Philosophy, Philosophy, Philosophy of Religion, Philosophy of Science, Philosophy of Law, Philosophy of History, Value Theory, Social and Political Philosophy. (Humanities Course Only).


PHYSICAL SCIENCES – Astronomy, Chemistry, Climatology, Geology, Meteorology, Mineralogy, Optics, Petrology, Physics.

PHYSICS – Electricity, Optics, Physics, Thermodynamics, Mathematics (May teach up to College Algebra).


PUBLIC HEALTH – Community Health, Community Hygiene, Disease Control, Fundamentals of Health, Land Diseases, Medical Ethics, Public Health, School Health, Water Diseases.

TOTAL QUALITY MANAGEMENT - Continuous Customer Service, Quality Improvement Quality Analysis, Quality Control Technology, Quality Management

READING – Reading Fundamentals, Diagnostic Reading, Elementary Reading, History of Reading, Linguistics, Literature, Phonics, Reading Clinics, Research Reading, Secondary Reading, Spelling.

REAL ESTATE – Appraising, Buying, Escrow Services, Property Management, Selling.

RECREATION – Camping and Outdoor Living, Leisure and Society.


SECONDARY EDUCATION – GED/ABE, Introduction to Education, Secondary Education

SIGN LANGUAGE – Deafness, Interpreting, Sign Language.

*SOCIAL SCIENCES – Anthropology, Civics, Economics, Geography, History, Political Science, Psychology/Counseling, Sociology.


SOCIAL WORK – Co-dependency, Domestic Violence, Group Dynamics, Substance Abuse, Social Services, Social Welfare.


*SOUTHWEST STUDIES – Art, Anthropology, Economics, Geology, History, Humanities, Music, Natural Resources, Political Science.

SOUTHWEST STUDIES TECHNOLOGY – Arizona Trails, Early Explorers, Ghost Towns, Music of the Southwest, Native American Language, People of the Southwest, Recreation, Southwest Cooking, Southwest Jewelry, Women of the Southwest.

SPECIAL EDUCATION – Audiology, Behavior Disorders, Blind and Sight Impaired, Communication Disorders, Deaf and Hearing Impaired, Learning Disabled, Mentally Retarded, Orthopedically Handicapped, Rehabilitation, Sign Language, Speech, Correction, Speech Handicapped, Speech Pathology.


TOTAL QUALITY MANAGEMENT – Continuous Customer Service, Quality Improvement, Quality Analysis, Quality Control Technology, Quality Management.


WELDING TECHNOLOGY – Arc Welding, Ornamental Welding, Pipefitting, Welding Design.

WELLNESS EDUCATION – Alternative/Holistic Medicine, Aromatherapy, Flower Essence Therapy, Herbal Medicine.


* Transfer General Education areas – Must meet NCA GRE #9 & #16 requirements

(matrix originally developed by the AZ State Board of Community Colleges)