

21 NCAC 30 .0613 APPROVAL PROCESS FOR INSTRUCTIONAL STAFF

- (a) Whenever instructors and teaching assistants, as defined in Rule .0602 are hired, all application documents as described in Paragraph (c) of this Rule must be sent to the Board within 30 days of the hire date.
- (b) Instructors with the credentials described in Rule .0612(d)(4) must be approved by the Board according to these Rules before performing their job functions at a Board-approved school. The approval process requires submission of all documents in Paragraph (c) of this Rule and may take up to 30 days from the time the Board receives the documents.
- (c) A school shall submit an application for each instructor and teaching assistant on a form provided by the Board, which shall be accompanied by the following documentation:
- (1) Copies of all academic diplomas or degrees;
 - (2) Official school transcripts from all post-secondary institutions;
 - (3) Copies of occupational licenses and certifications;
 - (4) A record of work experience in the field; and
 - (5) A record of training in teaching methods.
- (d) A school shall demonstrate that each instructor and teaching assistant meets the qualifications set forth in Rule .0612 of this Section.
- (e) The requirements of this Rule shall not apply to instructors who provide no more than eight hours of instruction in a program.

History Note: *Authority G.S. 90-626(9); 90-631;*
 Eff. November 1, 2007;
 Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. November
 12, 2014.