



## **ACCET Document 6 – Faculty/Administrative Personnel Form**

### **Policy Requirements**

Institutions must document that they employ administrative and instructional staff who possess the appropriate educational background and/or experience to fulfill the duties of their assigned positions. An institution must document the training and experience of its faculty and staff by either (1) completing this form in its entirety, or (2) completing Section I of this form and attaching it to a resume.

### **Section I** (Required for all employees)

Organization:

Name of Employee:

Title/Position:

Date Employed:

Specific Location of Work Assignment:

Check the Appropriate Boxes:

☐ Full-Time ☐ Part-Time ☐ Hourly ☐ Salaried ☐ Other (e.g., Contractor, Consultant)

Employee Signature:

Date:

**Section II** (Complete if no resume is attached to Section I)

**Educational Background**

Name of School	Dates Attended	Major Area of Study	Degree/Certificate

*List all work experience that qualifies you for the position currently held. Include job titles and dates.*

**Work Experience**

Name of Employer	Position Held	Dates of Employment

*List any continuing education/training in your field that you have undertaken in the past three years.*

**Continuing Education** (e.g., courses, workshops, conferences, in-service training)

Date	Continuing Education	City/State

List all occupational licenses, certifications, and registrations that you currently hold.

List special recognitions or awards.