**FACULTY CERTIFICATION**

**L#: Last Name, First Name:**

**Division/Dept:**

Contracted Faculty:  Part-Time Credit Instructor:

Specific Course(s)/activities CERTIFIED to be taught/performed

**Note:** Use “tab” key when entering data in the table. It will add extra rows as you need them.

| **A**dd **D**elete **C**ontinued or **R**evised | **Effective Date** (month/year) | **Course Number** (Include all suffixes as appropriate; use same syntax as class schedule) | **Course/Activity Title** |
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| Add – New Course | Delete – Remove Courses | Continued – All the courses for which nothing has changed | Revised – All the courses for which the minimum certifications have changed |

**SIGNATURES:**

Faculty Member Date Division Dean/Director Date

Executive Dean Date