

The Certification & Credentialing Office

Credentialing is the process by which Milwaukee Area Technical College evaluates the occupational, academic, and teaching experience of district faculty to determine his/her preparedness to teach, while certification/renewal is the process of maintaining compliance to the Faculty Quality Assurance System. The primary purpose of this office is to improve the understanding of MATC employees regarding credentialing and certification and help to identify their responsibility in the process. The responsibility for submitting documentation to acquire and maintain credentialing and certification lies with the employee. It is part of the employee's contract of employment to maintain proper and current certification within the areas of assignment or be subject to layoff.

The District Certification Officer is responsible for maintaining the certification/renewal standards within the institution. The Certification Office also reviews for compliance to the current approved credentials.

The District Certification Office is located in room M262 at the Milwaukee Campus, 700 West State Street, Milwaukee, WI 53233. The office is part of the Human Resources Division and is open Monday through Friday until 5:00 p.m. For help with your certification questions please contact a Certification Office staff member listed below:

Jennifer Smith - Coordinator, Credentialing & Certification:

Phone: 414-297-6482 Email: smitj310@matc.edu

Rebekah Turner – Administrative Specialist, Certification & Labor Relations:

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Need more information on what we do? Visit our MyMATC page at:

<https://mymatc.matc.edu/departments/HR/certification/Pages/default.aspx>

Looking for current instructional area credentials? Visit Academic Affairs at:

<https://mymatc.matc.edu/departments/academicaffairs/facultycredentials/Pages/default.aspx>