



This form is to be filled out by all new and returning concurrent enrollment teachers who have been provisionally approved to teach concurrent enrollment courses through Pine Technical & Community College (PTCC). Before registering for graduate level courses needed to meet minimum credentialing requirements, high school teachers must have courses pre-approved by the appropriate academic dean and Vice President of Academic and Student Affairs.

Instructor Name _____ School _____

Concurrent Enrollment Course Name(s) _____

Highest Degree Attained _____ Credential Field Pursued _____

No. of Additional Credits Required _____ Anticipated Completion Date _____

I understand that if I choose not to complete the required graduate level courses outline below, I will no longer be able to teach concurrent enrollment courses for PTCC after August 31, 2022 because I will not meet the criteria for qualified faculty.

High School Teacher Signature _____ Date _____

PROFESSIONAL DEVELOPMENT PLAN & COURSE PRE-APPROVAL INFORMATION

Step One: Attached program outline with course descriptions for each course listed.

Step Two: Complete the coursework plan before prior to September 1, 2022.

Table with 5 columns: Course Dept. and #, Course Title, # of Credits, Anticipated Date of Registration, Institution. It contains 5 empty rows for data entry.

HS Teacher Comments

FOR OFFICE USE ONLY:

Based on the information above, indicate whether the concurrent enrollment teacher's professional development plan and anticipated course(s) will meet credentialing requirements and deadlines.

Fully approved

Request More Information

Denied

Comments:

Academic Dean Signature _____ Date _____

Vice President of Academic and Student Affairs Signature _____ Date _____