



Pine Technical & Community College (PTCC) is committed to helping our Concurrent Enrollment partners achieve credentialing requirements as well as ensuring that progress towards minimum credentialing requirements is being made.

All new and returning Concurrent Enrollment teachers who do not currently meet minimum credentialing requirements as determined by Minnesota State Colleges and Universities and the Higher Learning Commission, must submit a detailed outline of their plan to meet credentialing requirements on an annual basis. The Director of Student Success, in partnership with the appropriate Academic Dean and Vice President of Academic and Student Affairs, will review updated professional development plans annually to ensure high school teachers are making progress towards meeting credentialing requirements.

The purpose of this professional development plan is to identify and plan specific coursework and/or relevant work experience for high school instructors interested in meeting minimum qualifications to teach in specific field/discipline. The plan should be submitted with explicit timelines for meeting credentialing requirements by September 1, 2022.

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.

Feedback regarding the updated professional development plans will be shared with the high school teachers and appropriate high school administration. If high school teachers are not making progress towards meeting credentialing requirements, PTCC and the high school will determine if the Concurrent Enrollment course can continue to be offered.

Below is a suggested outline for Concurrent Enrollment teachers to meet credentialing requirements by the stated HLC extension.

Academic Year	Master’s Degree out of discipline	No Masters, but currently enrolled in Masters in Discipline
2018-2019	By January 1, 2019 – submit updated professional development plan to PTCC	12 graduate credits in discipline
2019-2020	Register for and earn 6 in-field graduate credits	18 graduate credits in discipline
2020-2021	Register for and earn 6 in-field graduate credits	24 graduate credits in discipline
2021-2022	Register and earn 6 in-field graduate credits	30 graduate credits in discipline
2022-2023	Masters and 18 graduate credits in discipline by September 1, 2022	Masters within Discipline by September 2022

Resources to Support Concurrent Enrollment Teachers

18 Online

MSU Moorhead created the [18 Online](#) program, delivering online, graduate-level courses. As of Spring 2018, the program includes 14 courses across 8 disciplines with 677 student enrollments (duplicated) and 2,031 credits earned.

Statewide Partnership for Concurrent Enrollment

Funded through [Metro ECSU](#), the Statewide Partnership for Concurrent Enrollment covers costs for partial tuition and fees (\$300 per credit) for pre-approved university graduate courses; funding does not cover textbooks and does not support universities for development of courses. In Spring 2018, the program launched with approved courses in 2 disciplines, with more added for Summer and Fall 2018.