



## New Concurrent Enrollment Teacher Application Process

The process to becoming an approved concurrent enrollment teacher in PTCC's concurrent enrollment program begins by having a conversation with your high school administration.

Once it is determined by the partner high school to offer a new concurrent enrollment course, the high school must indicate interest to the for approval. In conjunction with the course approval process, any interested high school teachers must submit a new teacher interest form, resume/vitae, and undergraduate and graduate level transcripts, for credentialing review.

Although new teacher interest forms are accepted throughout the year, PTCC prefers that all documents are submitted for consideration for the upcoming academic year by May 1. The optimal time to apply to the Concurrent Enrollment Program is between January and March when high school schedules are being developed.

PTCC understands that schools already participating in the program may learn after May 1 that they need to replace a concurrent teacher. Should this occur, please alert the Dean of Outreach and Strategic Partnerships as soon as possible so that credentials can be reviewed in a timely manner. A generous lead time allows schools to address issues that may arise during the teacher application process and allows teachers to complete the required preparatory work before they teach. This lead time also allows PTCC and the high schools to make the necessary changes to course listing information.

### Credentialing Information

As with our college faculty, minimum qualifications include graduate education in a focused discipline or concentration to ensure that teachers have a mastery of the major theories, methods, and approaches in a subject area. Advanced subject expertise also means that teachers are well prepared to help students to apply knowledge beyond typical high school level to important questions and problems.

To determine credentialing requirements of a specific discipline, please visit the [Minnesota State College Faculty Credentialing](#) page, where you can search credential fields for discipline specific requirements.

### To Apply

**Interested teachers must submit these four items to the Dean of Outreach and Strategic Partnerships:**

1. New Teacher Interest Form
2. Current/Updated Resume or Vitae
3. Transcripts from all colleges/universities you have attended (both undergraduate and graduate work, official transcripts will be requested upon approval)
4. Concurrent Enrollment Instructor Credential Review Form

Once these materials have been received, the submitted information will be reviewed by the Dean of Outreach and Strategic Partnerships, Vice President of Academic and Student Affairs, and the appropriate Dean according to the concurrent teacher approval process. Once reviewed, the Dean of Outreach and

Strategic Partnerships will notify the high school administration and partner teacher of their approval or denial to teach the Concurrent Enrollment Course.

***NACEP Standard: Faculty Standard 1: All concurrent enrollment instructors are approved by the appropriate college/university academic leadership and must meet the minimum qualifications for instructors teaching the course on campus.***