



This form is to be filled out by all new concurrent enrollment teachers as well as existing concurrent enrollment teachers interested in offering new concurrent enrollment courses.

Instructor Name \_\_\_\_\_ School \_\_\_\_\_

Concurrent Enrollment Course Name(s) requesting to teach: \_\_\_\_\_

CONCURRENT ENROLLMENT FIELD (CHECK ONE):

\_\_\_\_\_ Liberal Arts, Math, and Science Courses

\_\_\_\_\_ Career Technical Courses

If the course you are requesting to teach is a liberal arts/math/science course:

Please list your Master's Discipline: \_\_\_\_\_

If Master's in area other than discipline, please list graduate credits earned in discipline: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If the course you are requesting to teach is a career and technical course:

Please list your education: \_\_\_\_\_

Degree Awarded: \_\_\_\_\_

Please outline related occupational experience/recency: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Attach current resume/vitae along with college/university transcripts (both undergraduate graduate). Submit information to Kierstan Peck, Dean of Outreach and Strategic Partnerships at [kierstan.peck@pine.edu](mailto:kierstan.peck@pine.edu) or 900 Fourth Street SE, Pine City, MN 55063.

FOR OFFICE USE ONLY:

Based on the information above, indicate whether the new Concurrent Enrollment teacher meets the credentialing requirements:

\_\_\_\_\_ Fully approved: Instructor meets qualifications to teach courses indicated above

\_\_\_\_\_ Denied. Instructor does not meet qualifications to teach courses indicated above

\_\_\_\_\_ Approved conditionally: To meet the qualifications to teach courses indicated above, the instructor needs (please note):

\_\_\_\_\_  
\_\_\_\_\_

Academic Dean Signature \_\_\_\_\_ Date \_\_\_\_\_

Vice President of Academic and Student Affairs Signature \_\_\_\_\_ Date \_\_\_\_\_