



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 Director of Student Success 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 Director of Student Success 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 Director of Student Success:

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 Director of Student Success, Vice President of Academic and Student Affairs, and the appropriate Dean according to the concurrent teacher approval process. Once reviewed, the Director of Student Success will notify the high

school administration and partner teacher of their approval or denial to teach the Concurrent Enrollment Course.

Extension to Higher Learning Commission Deadline

The Minnesota State system office submitted an application to the Higher Learning Commission (HLC) on behalf of all Minnesota State colleges and universities for an extension of the September 1, 2017 compliance timeline for institutions to ensure concurrent enrollment instructors meet faculty qualifications standards. The HLC approved this request and, as a result, all Minnesota State colleges and universities with a concurrent enrollment program have an extension that allows an additional five years (2022) by which to meet the faculty qualifications standards. This HLC extension allows for all current and new concurrent enrollment instructors to work towards meeting the faculty qualifications standards within this extended timeline.

July 29, 2020 Update – HLC deadline extended to September 1, 2023

At its June 2020 meeting, the HLC Board of Trustees considered whether an additional extension to comply with HLC's Assumed Practice B.2.a (faculty qualifications) solely as applied to dual credit faculty until September 1, 2023 was warranted as a result of the disruptive effects of the COVID-19 pandemic. The Board unanimously approved the additional extension for all institutions that previously received an extension for this purpose. The Board acknowledged the difficulties confronted by many dual credit instructors working to complete their academic requirements in an environment marked by dramatic changes, daily challenges and a high degree of uncertainty.

Guidelines for New Teacher Approval

In order to comply with HLC credentialing requirements, new concurrent enrollment teacher applications that do not meet minimum credentialing requirements will be considered according to the guidelines established below.

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	Register and earn 6 in-field graduate credits	30 graduate credits in discipline
2023-2024	Masters and 18 graduate credits in discipline by September 1, 2023	Masters within Discipline by September 2023

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.