



High school teachers interested in teaching for Pine Technical & Community College's (PTCC) Concurrent Enrollment Program must submit required documentation in order to be considered to teach in the program. Below is an outline of the approval process that PTCC uses to verify teachers meet minimum credentialing requirements.

1. Interested high school administrator contacts Pine Technical & Community College's Director of Student Success to express interest in having a teacher's credentials reviewed in order to offer a new concurrent course or to determine if the new teacher meets credentialing to teach for PTCC's concurrent enrollment program.
2. The Director of Student Success will send required documentation to HS teacher to fill out.
  - a. New teachers:
    - i. New Concurrent Teacher Interest Form
    - ii. Credential Review Form
  - b. Returning teachers interested in teaching new concurrent enrollment course:
    - i. Credential Review Form
3. High school teacher completes required documentation as indicated above and attaches current resume and unofficial copies of undergraduate and graduate transcripts. The teacher or HS contact returns required documentation to PTCC's Director of Student Success for credential review.
4. Once all required documentation is obtained, the Director of Student Success will direct all documentation to the appropriate Academic Dean and Vice President of Academic and Student Affairs for credential review.
5. The Academic Dean and Vice President of Academic and Student Affairs reviews credentialing information according to guidelines from Minnesota State Colleges and Universities Policy 3.32 found on the [Minnesota State website](#). The Academic Dean and Vice President of Academic and Student Affairs will consult with the Faculty Chair of the Department as needed.
6. The Academic dean and Vice President of Academic and Student Affairs may choose to:
  - a. Approve credentials. The HS teacher is fully qualified to teach PTCC courses in their approved credential area.
  - b. Deny credentials. The HS teacher is not qualified to teach PTCC courses, but may continue to work with PTCC to move towards proper credentialing requirements.
  - c. Grant conditional approval. The teacher is permitted to teach for the concurrent enrollment program, but must submit a Professional Development Plan outlining how they will meet Minnesota State/HLC credentialing requirements prior to September 1, 2023.
7. The Director of Student Success will communicate decision to high school teacher and administrator.
8. If PTCC indicates the teacher does not presently meet credentialing criteria but may submit a Professional Development Plan, the teacher is responsible for seeking out graduate programs or courses that will fulfil credentialing requirements, filling out the Professional Development Plan with required documentation, and submitting to the Director of Student Success for approval.

## 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.