



Certifying Secondary Teachers as Dual Enrollment Course Instructors

Step 1:

- Determine eligibility (General Education)
 - Master's Degree or higher
 - At least 18 hours of study or work experience in the field of the course
- Eligibility (Technical)
 - Associate's Degree or higher
 - At least 18 hours of study or work experience in the field of the course
 - Necessary industry certifications, licenses, etc.

Step 2:

- Secondary teacher compiles the following documents
 - Current resume
 - All college transcripts
 - Copy of teaching certificate
 - Any relevant training certificates
 - Faculty Qualification Form

Step 3:

- Submit all required documentation to the Dual Enrollment director (scan or deliver)

Step 4:

- The Dual Enrollment director will submit all documentation to the Academic Affairs Office
- The Academic Affairs Office will review all documentation and notify the Dual Enrollment director of the prospective instructor's approval decision

Step 5:

- If the instructor has been approved to teach as a Dual Enrollment instructor, the instructor must complete all required Human Resources paperwork and submit official transcripts

Step 6:

- Once the newly credentialed instructor has submitted all required Human Resources paperwork, they will be given access to LoLA and/or the online learning platform