



## Concurrent Enrollment (CE) Instructor Application Process

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In order to teach in the Concurrent Enrollment Program, a high school instructor must complete an application and be approved by the college. CEP instructors must meet the college minimum credentials for faculty members. Credentials needed to teach courses in the Minnesota State system are determined at the system level. All high school instructors teaching CE courses with Anoka Tech must meet the credentials for their field by 2022, as identified by the Higher Learning Commission (HLC).

- **Liberal Arts or General Education** high school instructors must possess a Master's degree in field (Math, English, Sociology, etc.) OR a Master's degree in any field with 18 credits in the discipline of the course (Math, English, Sociology, etc.).
- **Career and Technical Education** instructors must meet the faculty credentials set forth by Minnesota State's joint faculty credentialing board. These criteria include appropriate education requirement, occupational experience requirement, and work recency. Review each credential field individually.

Search Credential Field:

<http://minnstate.edu/system/asa/academicaffairs/cfc/fields/Code/credentials.php?action=list>

Minn. State Board Policy 3.32 College Faculty Credentialing:

[www.minnstate.edu/board/policy/332.html](http://www.minnstate.edu/board/policy/332.html)

Procedure 3.32.1 College Faculty Credentialing:

[www.minnstate.edu/board/procedure/332p1.html](http://www.minnstate.edu/board/procedure/332p1.html)

### *Application Materials*

- 1) Letter of Intent describing why you would like to teach a concurrent enrollment course and what course you are interested in teaching
- 2) Application
- 3) Resume or CV outlining education and occupational history
- 4) College transcripts – Undergraduate, graduate

### *Application Deadline*

Instructors should complete an application by **May 1<sup>st</sup>** if they wish to teach for the next academic year.

## *Application Process*

- 1) The college will review the applicant's materials and will make a recommendation to approve, provisionally approve, or deny the applicant. The applicant and the high school principal will receive communication indicating approval, provisional approval or denial from the college. Provisional approval will require a meeting to discuss a professional development plan which will be monitored by the college and the high school administration for successful progress and completion. If satisfactory progress is not made within the agreed upon timeframe, the college reserves the right to revoke the provisional status which will discontinue Concurrent Enrollment courses at the end of the term.
- 2) The interested high school instructor will submit all of the application materials to the Director of Partnerships.
- 3) The college faculty liaison, Dean of Academic Affairs, Human Resources, and the Director of Partnerships will review all submitted materials and make a decision.
- 4) The high school instructor and administration will receive notice of the decision (approved, provisionally approved, or denied) from the college along with an explanation and next steps to take for the instructor.
  - a. If approved, the new CE teacher will receive details of a New Instructor Orientation that takes place in August, or may be scheduled on an individual basis.
  - b. If provisionally approved, the new CE teacher will meet with the faculty liaison and college staff to make a plan towards meeting proper requirements and also receive details of the New Instructor Orientation that takes place in August, or may be scheduled on an individual basis.
  - c. If denied, the teacher may continue working with the college to move towards the proper credentialing to potentially teach the course in the future. If this is the case, a written plan must be approved by the college that specifies exact activities the high school instructor must engage in to meet college credentialing.
- 5) For approved and provisionally approved instructors, a liaison will be assigned by the college and the course outline will be sent to the new CE teacher.
  - a. The CE Instructor Handbook will be emailed to the new CE instructor.
  - b. It is expected that the CE Instructor reviews the CE Handbook.
- 6) The high school teacher will receive information from the faculty liaison on how to create equivalent syllabi, examples of equivalent textbooks, course templates, etc.
- 7) The faculty liaison will remain in contact with the CE instructor and work with the new teacher on ensuring the syllabus, course expectations, and rigor are equivalent to that of the on-campus course.

Anoka Technical College  
Concurrent Enrollment Program  
High School CE Instructor  
Approval Flow Chart

CE = Concurrent Enrollment  
CEP = Concurrent Enrollment Program

