Instructor Qualifications Form

Dual Enrollment

Instructor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ High School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Content Area/Subject/Discipline: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SELECT ONLY ONE OPTION BELOW**

# Minimum Requirements for Academic or Occupational Area

Academic teaching fields require the following from an accredited college or university:

* OPTION A: Master’s degree in the teaching field
* OPTION B: Master’s degree in any field with 18 graduate semester hours in the teaching field.
  + Graduate credits are generally 500 level courses and above. Upper division credits are 300-499 level courses. Refer back to the transcript to determine what constitutes graduate or upper division credits.

List graduate classes and conferred degree(s):

|  |  |  |  | Degree: |
| --- | --- | --- | --- | --- |
|  |  |  |  | Degree: |

* OPTION C Provisional: Master’s degree in any field and 3 years teaching experience grades 9-12
* OPTION D Provisional: Bachelor’s degree in the field and teaching experience grades 9-12
* OPTION E Provisional:
  + Successful completion of secondary education teacher preparation program from an accredited college or university, AND
  + passing score on the AEPA/NES subject knowledge exam or similar out-of-state exam, AND
  + 3 years teaching experience grades 9-12

## Provisional Approval

Provisionally approved instructors must satisfy academic credential requirements within three years of the provisional approval date and show continuous progress towards academic credential completion.

OPTION C: Demonstrates 18 graduate-level credits in the field earned by: \_\_\_\_\_\_\_\_\_\_\_\_\_

OPTION D: Demonstrates Master’s degree in the field earned by: \_\_\_\_\_\_\_\_\_\_\_\_\_

OPTION E: Demonstrates Master’s degree in the field earned by: \_\_\_\_\_\_\_\_\_\_\_\_\_

# Alternative Minimum requirements for Occupational Areas

Occupational teaching fields require the following from an accredited college or university:

* OPTION F: 5 years of occupational experience in the field to be taught, OR
* OPTION G: 3 years of occupational experience in the field to be taught and a Bachelor’s degree, OR
* OPTION H: Journeyman certification in the field to be taught, OR
* OPTION I: Master’s degree in any field with a combination of 24 upper division and/or graduate credits in the field to be taught

List upper division or graduate classes and conferred degree(s):

|  |  |  |  | Degree: |
| --- | --- | --- | --- | --- |
|  |  |  |  | Degree: |

*ATTENTION: Education, training, and occupational experience will be reviewed on a case-by-case basis and will require sufficient documentation such as transcripts, an employment verification letter, industry certification, client statements, and/or tax records. The Chair/OPD signature on the Instructor Minimum Qualification form confirms that this documentation was reviewed and approved for occupational instructors meeting qualification status with alternative requirements.*

# Signatories

Approved Course Prefix or Courses: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_

Print Name/Sign (High School Liaison) Print Name/Sign (College Division Chair/OPD)