



Concurrent Enrollment (CE) Instructor Application Process

Career & Technical Education – A mix of formal academic preparation and discipline-specific work experience in a technical field. Credentialing requirements are field specific and will vary. Please contact the college for CTE credentialing requirements. Anoka Technical College follows MN State Procedure 3.32.1 College Faculty Credentialing.

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

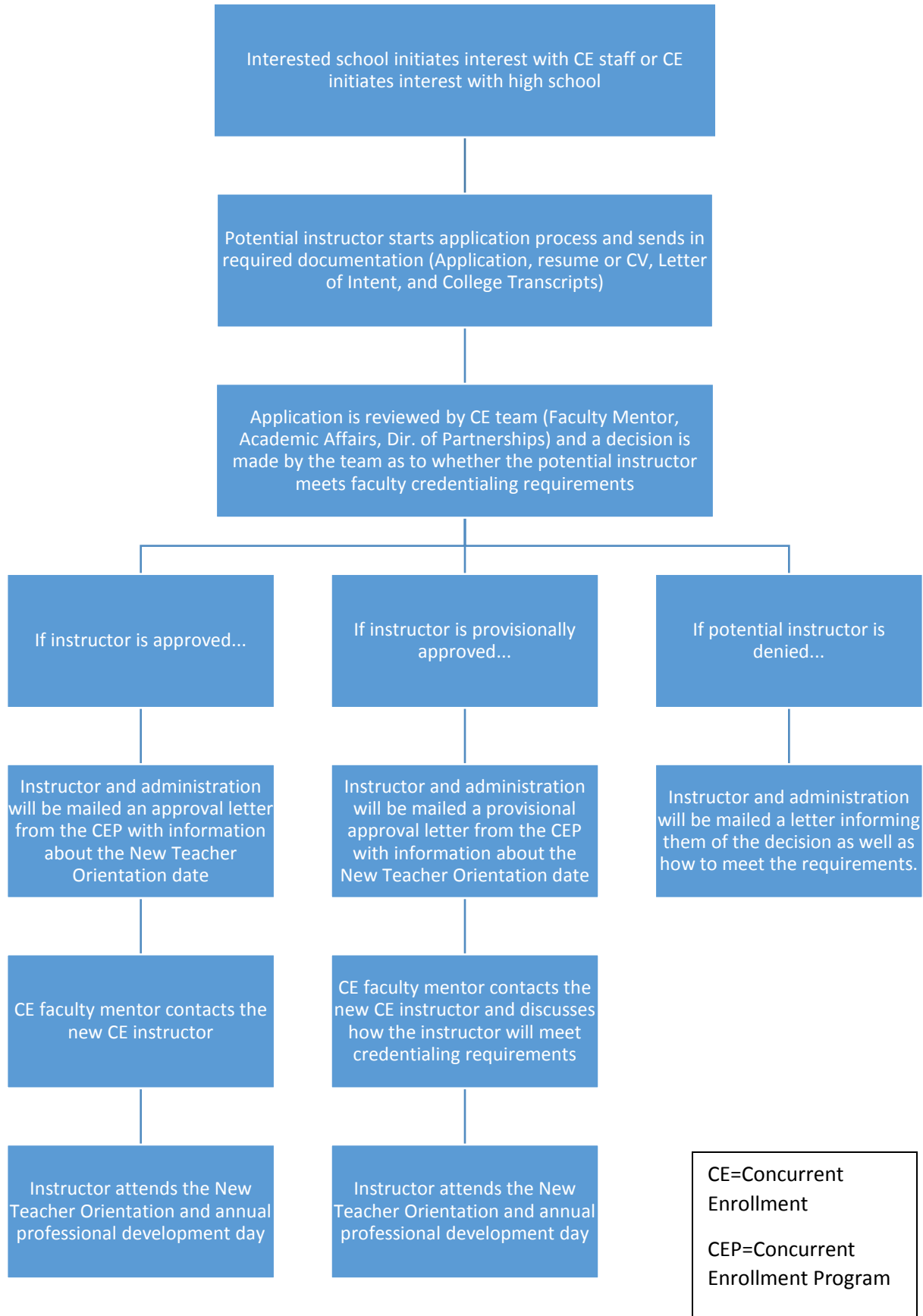
Instructors should apply and have everything submitted by May 1st if they wish to teach for the upcoming academic year.

Application Process

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.

1. The interested high school instructor will submit all of the application materials to the Director of Partnerships.
2. The college faculty mentor, Academic Affairs, and the Director of Partnerships will review all submitted materials and make a decision.
3. 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 Teacher Orientation that takes place in August.
 - b) If provisionally approved, the new CE teacher will meet with the faculty mentor and college staff to make a plan towards meeting proper requirements and also receive details of the New Teacher Orientation that takes place in August.
 - c) If denied, the teacher may continue working with the college to move towards the proper credentialing to possibly teach the course in the future.
4. For approved and provisionally approved instructors, a mentor 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 on proper processes, professional development, etc.
5. The high school teacher will receive information from the faculty mentor on how to create equivalent syllabi, examples of equivalent textbooks, course templates, etc.
6. The mentor will remain in contact with the CE instructor and work with the new teacher on ensuring the syllabus and course expectations are equivalent to that of the on-campus course.



Interested school initiates interest with CE staff or CE initiates interest with high school

Potential instructor starts application process and sends in required documentation (Application, resume or CV, Letter of Intent, and College Transcripts)

Application is reviewed by CE team (Faculty Mentor, Academic Affairs, Dir. of Partnerships) and a decision is made by the team as to whether the potential instructor meets faculty credentialing requirements

If instructor is approved...

If instructor is provisionally approved...

If potential instructor is denied...

Instructor and administration will be mailed an approval letter from the CEP with information about the New Teacher Orientation date

Instructor and administration will be mailed a provisional approval letter from the CEP with information about the New Teacher Orientation date

Instructor and administration will be mailed a letter informing them of the decision as well as how to meet the requirements.

CE faculty mentor contacts the new CE instructor

CE faculty mentor contacts the new CE instructor and discusses how the instructor will meet credentialing requirements

Instructor attends the New Teacher Orientation and annual professional development day

Instructor attends the New Teacher Orientation and annual professional development day

CE=Concurrent Enrollment
 CEP=Concurrent Enrollment Program