

**Steps for Credentialing Secondary Instructor as Dual Enrollment Course Instructor**

# 1. Determine Eligibility

* *General Education* 
  + Master’s Degree
  + 18+ graduate hours of study in field of course to be taught
* *Developmental Courses*

- Bachelor’s Degree

-12 hours of study in field of course to be taught

* *Technical Education* 
  + Associate’s Degree (or higher)
  + 18+ hours of study **or** work experience in field of course to be taught - Proof of industry credentials, licensures, etc.

# 2. Compilation of Documents

* Current résumé
* Official college transcript
* Copy of teaching certificate (general ed.) **or** training certificates (tech. ed.)

3. **Submission of Required Documentation to Director of Dual Enrollment**

 Mail or hand deliver documents to:

Lyndsey Best, Dual Enrollment Coordinator

7500 Millhaven Road

Enrollment Services, Room 127

Monroe, La 71203

# 4. Certification of Credentials

* All paperwork from step 3 will be submitted to appropriate department chairs
* Department chairs complete the Faculty Credentials Certification Form

# 5. Notification of Approval

* Department chairs notify Dual Enrollment Coordinator of prospective instructor’s approval decision
* Director of Dual Enrollment notifies instructor and school’s dual enrollment contact person

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| Steps 6 and 7 apply to approved instructors only |

# 6. Human Resource Paperwork Completion

 Once approved to teach dual enrollment, the instructor must complete the dual enrollment paperwork required by the HR Dept. including an online adjunct instructor application.

# 7. LoLa Access

 Approved instructors who have completed step 6 will receive access to LoLa. This is a crucial step since grades and attendance are reported through this system. (\*It is the

responsibility of the instructor to notify the Director of Dual Enrollment immediatelyif access is not given. This should be completed within 48 hours of completing step 6.)