



## Nunez Community College

### Procedure for Certifying Secondary Teachers as Dual Enrollment Course Instructors

#### Step 1:

- Determine eligibility (General Education)
  - Master's Degree
  - 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

#### Step 3:

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

#### Step 4:

- The Dual Enrollment Coordinator will submit all documentation to the Dean of Academic Affairs

#### Step 5:

- The Dean of Academic Affairs will review all documentation and notify the Dual Enrollment Coordinator of the prospective instructor's approval decision

#### Step 6:

- If the instructor has been approved to teach as a Dual Enrollment instructor, the instructor must complete all required Human Resource paperwork

#### Step 7:

- Once the newly credentialed instructor has submitted all required Human Resource paperwork, they will be given access to LoLA and/or Blackboard