Dual Enrollment Qualifications

High school teachers qualified by an MCCCD college may offer the high school class for college credit. The course is taught at a college-level and student admission requirements apply. The course offerings must meet criteria set by the High Learning Commission for college accreditation. This includes instructor credentials, onboarding and training, curricular standards, learning outcomes, and access to learning resources. By offering high school classes for dual enrollment credit, high school students experience a smooth transition to college-level coursework and build momentum by credit for college completion. High school teachers must provide documentation for meeting instructor qualification criteria.

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 teaching field with 18 graduate semester hours in the teaching field
- Number of Graduate Credits earned in discipline teaching (Level 500+)
- Graduate credits are generally 500 level courses and above. Upper division credits are typically 300-499 level

OPTION C: Master's degree in any teaching field with tested experience approved by the MCCCD discipline-specific Instructional Council (IC)
- HLC Minimum Qualifications for Hiring
- Instructors qualifying with tested experience must submit the IC council tested experience rubric with indication of criteria met and supporting documentation

OPTION D: Master's degree in any teaching field with 24 upper division semester hours in the teaching field
- Qualified ONLY through September 2023.
- Instructors qualifying with these criteria must also submit a compliance plan

Alternative Minimum Requirements for Occupational Areas

Occupational teaching fields require the following from an accredited college or university:
- Bachelor's degree in the field and 3 years of experience in the field, or
- 5 years of experience in the field

ATTENTION: Education, training, and tested 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 Faculty Minimum Qualification form confirms that this documentation was reviewed and approved for occupational instructors meeting qualification status with alternative requirements.

EDU250: Teaching and Learning in the Community College or equivalent must be completed within 2 years of start date.

List of Items to Submit for Qualification Review

Submit all documents to the Early College Office at your partner college by April 12, 2020.

- ✓ Contingent Worker Form
- ✓ Resume
- ✓ Unofficial Transcripts
- ✓ Syllabus demonstrating the integration of MCCCD course competencies into high school curriculum: 3.6 Distribution of Course Syllabus
- ✓ Instructors qualifying with tested experience in the academic areas must provide documentation per the discipline-specific rubric criteria
- ✓ Instructors qualifying with alternative requirements in occupational areas must provide documentation of experience in the field

When using work experience in the field, please provide detailed letters of work experience as described below:

- Letters of work experience should be on company letterhead and should include specific dates of employment and a brief job description relative to the teaching field. Letters of work experience should include if they were full or part-time or hours per week worked.
- Letters should come from either current or previous employers. There is no time limitation on letter of verification.
- Human Resources or supervisors can write the letter. Letters should be signed and dated. E-mails, faxes could be used as a means to receive the letters. These are not letters of recommendation, they are letters documenting work experience. (Sample Employment Letter on next page).
- Self-employment letters can come from an individual's client, supplier, colleague, lawyer, accountant, etc. The letters need to verify the type of business owned which should be relevant to the teaching field, and the specific dates of owning the business.
- Use time only once no matter how many employers the individual worked for during the same time period.
- Military DD214 forms can be used to verify employment. There is a box that contains duties which verifies the job and years completed.
- Teaching experience can be used when it is the only experience the field utilizes. Example: Aerobics, Martial Arts.

![Maricopa Community Colleges logo] MARICOPA COMMUNITY COLLEGES

Contingent Worker Request (CWR) Data Form
Dual Enrollment

NAME _____   SOCIAL SECURITY NUMBER _____-_____-_____
Print your full name exactly as it appears on your social security card.

ADDRESS _____
              Street Address (with apt. #)   *City*   *State*   *Postal Code*

PHONE (_____)_____   PREFERRED PHONE (_____) _____

☐ MALE   ☐ FEMALE   BIRTHDATE _____   EMAIL _____

EMERGENCY CONTACT _____
                      Name and Relationship   *Home Phone*

Have you ever worked for the Maricopa County Community College District before?   ☐ YES   ☐ NO

HIGHEST LEVEL OF EDUCATION ACHIEVED: ☐ Less than high school ☐ High school graduate

☐ Tech/Business school ☐ Some college ☐ AA ☐ Bachelors ☐ Some grad school ☐ Masters ☐ JD ☐ Doctorate

Acknowledgement

By my signature below, I assert that all the information given in the "Contingent Worker Request" form is true and acknowledge understanding and agreement with all materials and conditions as stated. I understand that false information (misrepresentation or omission of information) may be the basis for termination of my role at MCCCD. I authorize investigation of all statements contained herein and hereby release all parties from any liabilities that may result from furnishing such information.

SIGNATURE _____   DATE _____

Statement of Registration Status

Per Arizona Revised Statute 38- 201, effective September 20, 1988, "a male person born after December 31, 1960 is not eligible to hold any office, employment or service in any public institution in Arizona unless the person has registered with the selective service system." Revised 7/21/2010.

TO BE COMPLETED BY DEPARTMENT AUTHORIZER

DEPARTMENT_____   START TERM _____

SUPERVISOR _____
        Designate the supervisor per RFP C.13.

MCCCD TECHNOLOGY ACCESS: ☐ Student Information System ☐ Employee Learn Center ☐ Canvas

TO BE COMPLETED BY EMPLOYEE SERVICES

HRMS ENTRY _____   MEID _____   SIS ID _____

EMPLOYEE ID _____   EMAIL _____

INPUT/PROCESSED BY _____   DATE _____   HCM POSITION # _____

MARICOPA
COMMUNITY COLLEGES

Date

MCCCD College
1234 College Street
Phoenix, AZ 12455

RE: Teachers Name

To Whom It May Concern:

[Teacher Name] was employed full-time at Coconino Community College, Lone Tree Campus from January 2000 to March 2009. During this time frame [Teacher Name] performed the following jobs:

- Computer Lab Assistant: Provided software support to students enrolled at CCC; Ran the open computer lab and helped with required record keeping, hardware, and software problems.
- Contact Training Instructor: Presented 8-hour contact training sessions on the various Microsoft and Corel software applications; Presented Windows 10 and Internet sessions.
- Classroom Assistant: Supported instructors by operating the computer for presentation of lecture materials while the instructor conducted the lesson.

[Teacher Name] demonstrated proficiency in the use of computer software while preforming the above jobs.

If I can provide any other information, please contact me at (123)-456-7890.

Sincerely,

Human Resources/Your Boss/Your Colleague/ETC
Title

4.22.21

Dual Enrollment Instructor Expectations

Dual enrollment instructors must submit transcripts and/or documentation of work experience. Additional requirements that must be fulfilled to meet Maricopa County community Colleges District (MCCCD) expectations include:

- Annually completing the online FERPA training https://maricopa.learn.taleo.net
- Annually completing the online Information Security and Privacy Course (which includes FERPA I) https://maricopa.learn.taleo.net see page 2 for more information.
- Submitting your syllabus to the division chair, department chair, or assigned faculty member at your partner community college. Be sure that it includes all of the MCCCD Syllabus Requirements.
- Using college-approved textbooks and materials.
- Teaching your Dual Enrollment course(s) at a college level.
- Ensuring that your curriculum meets high school and MCCCD course competencies.
- Maintaining academic rigor.
- Adhering to the Maricopa Grading Policy.
- Certifying the 45th Day Roster online via the Maricopa Student Information System (SIS).
- Submitting final grades online via SIS.
- Attending professional development opportunities for Dual Enrollment instructors.
- Promoting Dual Enrollment in the classroom and support the registration process.

Dual Enrollment (DE) is a partnership that includes alignment to appropriate academic and service standards. Dual enrollment courses are verified by MCCCD instructional councils. MCCCD district-wide instructional councils are discipline-specific groups composed of one voting faculty representative from each of the Maricopa Community Colleges. The verification process includes examining competency alignment, the syllabus, materials, hours of instruction, class size, facilities, and availability of necessary equipment. MCCCD Executive Vice Chancellor and Provost approves all DE Courses for the DE Course Catalog. In addition, your partner community college will offer a discipline-specific orientation that will cover course philosophy and curriculum (including assessment criteria), administrative requirements, and potential professional growth opportunities. You will also be evaluated annually by the department/division chair or designee using established community college procedures.

DE On-line Course to fulfill EDU 250 Requirement: The purpose of the on-line course is to provide high school teachers, who teach courses for dual enrollment, with an overview of the MCCCD and the DE Program. The course is designed to fulfill the EDU 250 requirements for high school teachers who teach dual enrollment. Maricopa adjunct faculty are still required to fulfill the EDU 250 requirement per MCCCD Guidelines: https://hr.maricopa.edu/ supervisor-tools/policies

High School Teachers teaching DE enroll in the DE Course via the Employee Learn Center (ELC) using the URL address: https://maricopa.learn.taleo.net

Below is the link for the instructions for the course:
https://maricopa.learn.taleo.net/files/upload/tts/elc/Dual_Enrollemnt_Find_Course_Instructions.pdf

4.22.21

Annual Mandatory Training and Disclosures

The Maricopa Community College District (MCCCD) is committed to securing and protecting the data of our students, faculty and staff. In 2015, the District went through an extensive review and subsequent implementation of measures to support this commitment. One measure is to ensure that all employees and business partners are aware of their role and responsibilities in protecting information and preventing misappropriation of data. To this end, the District is requiring all individuals who have access to our data systems to complete a mandatory online learning plan annually. All Dual Enrollment teachers meet this requirement and will have to complete the course in order to continue to work within our technological systems and with any MCCCD student.

In our new administrative regulations, your role with the District is considered a Contingent Worker. Contingent Workers are important as they may have a relationship with Maricopa in which they have access to information that is protected by law from inappropriate disclosure and misappropriation.

There are now two separate courses that fulfill different FERPA/student data access requirements. New employees should complete the courses required of their position within 30 days of their hire date and all current Contingent Workers annually.

Information Security and Privacy: In response to the ever-changing world of information security and privacy, this course is designed to familiarize you with Maricopa's security and privacy regulations. Because you have access to Maricopa's systems and networks, and, therefore, may have access to information that is protected by law from inappropriate disclosure and misappropriation, completion of the course is required. FERPA I in the Annual
Information Security and Privacy Awareness Learning Plan is a pre-requisite for the FERPA: Level II course.

FERPA: Level II: In 1974, Congress enacted the Family Educational Rights and Privacy ACT (FERPA), which places restrictions on any school, college, or university receiving federal funds over the release of student records. In this course, you'll find information on the Maricopa County Community College District's (MCCCD) policies that were adopted to comply with FERPA requirements as well as other pertinent laws regarding access to other forms and official records. If you're an employee of MCCCD with access to student education records, you're obligated to comply with FERPA and to protect the confidentiality of student educational records in your possession. For more information about FERPA at MCCCD go to
https://distict.maricopa.edu/consumer-information/family-education-rights-privacy-act-ferpa

In order to receive credit for completing the learning plans, you must pass each course quiz with a score of 80% or better. Your quiz scores will be immediately available and you may attempt each quiz as many times as necessary.

For accessibility/disability accommodations, technical issues, or if the learning plan is not showing as completed, contact the Center for Employee & Organizational Development at
employee.development@domail.maricopa.edu, 480.731.8209

By signing below, I acknowledge my responsibilities as a Dual Enrollment Instructor.

_____   _____

Signature   Date

4.22.21