



Dual Enrollment Instructor Minimum Qualification Form

Instructor: _____ District: _____ Courses: _____

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 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 courses. Refer to the back of the transcript to determine what constitutes graduate or upper division credits

Please list graduate classes and the conferred degrees:

			Degree:
			Degree:

_____ **OPTION C: Master's degree in any teaching field with tested experience approved by the MCCCCD 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

Please list upper division classes and the conferred degrees:

			Degree:
			Degree:
			Degree:

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.

By signing below, you are acknowledging that you have audited the credentials and the instructor meets the minimum qualifications to instruct the courses listed. Sufficient supporting documentation will be submitted with this form. Due to the MCCCCD coordinating/supporting college model, some high school districts may request multiple division chair/opd signatures.

_____ Date _____
Print Name/Sign (Division Chair/OPD)

_____ Date _____
Print Name/Sign (Division Chair/OPD)

_____ Date _____
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