



Instructor,

Thank you for your interest in teaching dual credit in partnership with Oregon Coast Community College and Lincoln County Schools! We appreciate the differences you make in your students' lives already. As a dual credit instructor, you would have a chance to contribute to student success in a new capacity.

Research illustrates that students who take dual credit courses are more likely to be invested in their education and more likely to graduate.

There are a few steps that need to be taken for OCCC to credential you as either sponsored dual credit (SDC) or standard dual credit (DC).

- 1) Complete and submit the application and please note the following in the comments box if applicable:
 - a. Highest degree obtained is a bachelor's.
 - i. If you are currently enrolled in a graduate program, please give details about the program/coursework.
 - ii. If you hold a bachelor's degree, but completed some graduate work, please give details.
 - b. Highest degree obtained is a master's in a different content area than what you teach:
 - i. Include information about the graduate coursework you completed in the content area.
 - c. If you teach a CTE program, please use this box to discuss your licenses, endorsements, and include other relevant information.
 - d. If none of these exceptions apply, just leave the comments box blank.
- 2) Submit your transcripts. You may submit unofficial transcripts for the initial credentialing process. However, if you are appointed to a teaching position, you will then need to have official transcripts submitted within five weeks of appointment.
- 3) Once the application and transcripts are submitted, the college's team will process your documents. You will be notified of your credentialing status and possible appointment.

What is needed to be credentialed to teach dual credit? *

Dual Credit (DC)	Sponsored Dual Credit (SDC)
At least a master's degree in the content area to be taught, <i>OR</i> At least a master's degree in any subject with 18 credit hours in the content area.	At least a bachelor's degree in the content area to be taught, <i>OR</i> At least a bachelor's degree in the content area with other coursework in the content area (such as a minor or graduate credits).

*Note: CTE instructors will be credentialed through a different process.