**Ivy Tech Community College of Indiana**

**Application for Teaching a High School-based Dual Credit Course**

**(We need a separate copy of this page for each course you want to teach. Since forms go to different departments and personnel, some information on this page and the Credential Worksheet is redundant.)**

High School or Career Center: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date of Birth: \_\_\_/\_\_\_/\_\_\_\_\_ Gender: \_\_\_\_

Email address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Home Phone:\_\_\_\_\_\_\_\_\_\_\_\_

Please respond to these questions for our business office, we need to avoid a duplicate number in the database. Every student and employee has as number this will give us information to do a search for your ID number.

Have you been employed by Ivy Tech in the past? \_\_\_\_Yes \_\_\_\_No

Have you ever been an Ivy Tech student? \_\_\_\_ Yes \_\_\_\_\_No

If yes, when were you last enrolled? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please check the High School-based Dual Credit Crosswalk and list the following:**

DOE Number: \_\_\_\_\_\_\_\_\_DOE State Approved Course Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Ivy Tech Course Number:\_\_\_\_\_\_\_\_\_\_ Ivy Tech Course Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please attach to this sheet:**

1. Your High School syllabus for the course with all learning objectives clearly listed.
2. A completed Dual Credit Instructor Worksheet with college transcript(s) attached.

Note: Look over each transcript and make sure it clearly identifies the degree earned. Sometimes it is good to request a new transcript as they are easier to read and have courses & degrees listed in current formats.

Please mail the packet to:

Diana Payne, Dual Credit Clerk

4301S. Cowan Rd.

Muncie, IN 47302

If you have questions, please email Bonnie Willy at [bwilly@ivytech.edu](mailto:bwilly@ivytech.edu)

**Ivy Tech Community College**

**Dual Credit Instructor Credentials Worksheet**

**(We need only one copy of this page & one copy of your complete college transcripts – please make sure your date of degree completion is on your transcript. If not, you should request a new transcript. )**

Full Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City: \_\_\_\_\_\_\_\_\_\_State: \_\_\_\_ Zip: \_\_\_\_\_\_\_\_\_\_

Home Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Work Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Birth Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Credentialing Requirements** *See attached requirements per Ivy Tech Community College Academic Policies and Procedures Manual.*

**Degrees**

|  |  |  |
| --- | --- | --- |
| **Degree** | **Major/Program Area** | **Institution** |
| PhD/EdD |  |  |
| Master |  |  |
| Bachelor |  |  |
| Associate |  |  |

**Certification(s)** Professional Certification/Journeyman card in the field? Yes \_\_\_ No \_\_\_\_ If yes, list certifications:

|  |  |
| --- | --- |
| **Certification** | **Expiration Date** |
|  |  |
|  |  |

**Experience** List relevant employment experience in technical or teaching field

|  |  |  |
| --- | --- | --- |
| **Position** | **Employer** | **Number of Years** |
|  |  |  |
|  |  |  |
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***To the best of my knowledge, the above information is complete and accurate. I have attached a copy of my transcript.***

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_

Dual Credit Instructor Signature Date

***To be completed by Ivy Tech***

|  |  |
| --- | --- |
| **Course Being Taught** | **Academic Preparation** |
|  |  |
|  |  |
|  |  |

Credentialed and Approved: Yes \_\_\_\_\_ No \_\_\_\_\_ Transcript(s) Attached: Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_

Program Chair Signature Date Vice Chancellor for Academic Affairs Signature Date

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| **CREDENTIAL WORKSHEET FOR IDENTIFYING COURSES TO COUNT TOWARD CREDENTIALING** | | | | | | | | | |
|  |  |  |  |  |  |  |  |  |  | |
| Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  High School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Please complete this section if you have a master’s degree:** | | | | | | | |  |  | |
|  | **BS or BA content area courses that are at 300 or 400 level:** | | | | | | |  |  | |
|  | Course | Hours |  |  | Course |  | Hours |  |  | |
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|  | **MS or MA content area courses:** | | | | | | |  |  | |
|  | Course | Hours |  |  | Course |  | Hours |  |  | |
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| **Please complete this section if you do not have a master’s degree. List courses in the content area for which you want to teach for dual credit including students teaching and practicum courses.** Please put a (\*) next to your student teaching courses and any practicum courses. | | | | | | | | |  | |
|  | Course | Hours |  |  | Course |  | Hours |  |  | |
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**What subject/subjects did you teach during student teaching? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**