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**Dual Enrollment Teacher Qualifications**

High school teachers who are approved by Arizona Western College (AWC) may offer designated high school courses for college credit through the dual enrollment program. These courses are taught at the college level, and students must meet AWC’s admission requirements to enroll.

To ensure academic integrity and accreditation, all dual enrollment courses must align with standards set by the Higher Learning Commission (HLC). This includes:

* **Instructor Qualifications**: Teachers must meet credentialing requirements and submit appropriate documentation.
* **Onboarding and Training**: Participation in AWC’s training and orientation processes is required.
* **Curriculum Standards**: Courses must follow approved syllabi and meet college-level rigor.
* **Learning Outcomes**: Instruction must align with defined outcomes for college credit.
* **Access to Resources**: Students must have access to college-level learning materials and support services.

By participating in dual enrollment, high school students gain early exposure to college coursework, helping them transition smoothly to higher education and earn credits toward a college degree.

**Minimum Credential Requirements**

Arizona Western College offers courses classified as either Academic or Career and Technical Education. Below are the minimum qualifications required to teach Dual Enrollment courses in each category in accordance with Procedure 603.1.

**Academic**

* Master’s degree in the discipline, OR
* Master’s degree with 18 graduate hours in the discipline, OR
* Master’s degree in any discipline with three years of full-time work experience related to the course(s) taught (e.g. experience as a business manager would be eligible to teach a management course, but not all business or business adjacent courses), OR
* Bachelor’s degree with an industry recognized license or certification and three years of full-time work experience (e.g. Certified Professional Accountant (CPA) would be eligible to teach accounting), OR
* Bachelor's degree with a current Arizona teaching certificate in the discipline and three full-time years teaching in the content area

**Career and Technical Education**

* Same qualifications listed for Academic, OR
* Bachelor’s Degree, OR
* Associate’s degree, certificate, licensure at the highest level being taught, OR
* Occupational experience requirement for career, technical, and professional credential fields shall be three full-time years (or equivalent) of verified related paid work experience in the specific credential field. Documentation of work experience must demonstrate currency and relevance to the course content and student learning outcomes.
  + More than three full-time years (or equivalent) may be required for a particular field, AND
  + One year of this work experience shall be within the five years immediately preceding the date of application for the credential field, OR
  + Three years of full-time (or equivalent) post-secondary teaching experience in the credential field within the past five years.
* State and/or national industry licensure/certification requirement.
  + Industry licensure/certification or other credentials required or considered essential for practice in the industry directly related to the credential field shall be incorporated into the minimum qualifications (e.g. Registered Nurse is an Arizona Registered Nurse license; law enforcement is Arizona POST certification).
* Program accreditation requirements.
  + Requirements for faculty credentials established by state or national program accreditation bodies may be incorporated into the minimum qualifications.

Important Notice: Education, training, and occupational experience will be evaluated individually by the Dean or Program Director. Applicants applying under Section 4 (Exceptions) must submit sufficient supporting documentation as required by the program and in accordance with Procedure 603.1.

**Lists of supporting documentation to submit for Qualification Review**

* Dual Enrollment Teaching Interest Form
* Resume
* Unofficial Transcript
* AZ Teaching Certification
* Instructors qualifying with alternative requirements in CTE areas must provide documentation of experience in the field

**Dual Enrollment Teacher Expectations**

As a Dual Enrollment teacher, you are responsible for:

* **Verifying your AWC Roster** at the start of the semester.
* **Delivering your course(s) at a college-level standard**, ensuring alignment with AWC academic expectations.
* **Aligning your curriculum** with both high school and AWC course competencies.
* **Maintaining academic rigor** throughout the course.
* **Certifying the 45th Day (FTSE) Roster** through the AWC Student Information System (SIS).
* **Submitting final grades** online via SIS in a timely manner.
* **Promoting the Dual Enrollment program** in your classroom and actively supporting the student registration process.