



## **College Credit Plus Instructor Application Process Checklist**

**Cincinnati State Technical & Community College  
3520 Central Parkway  
Cincinnati, OH 45223**

The following checklist is provided for your convenience. This sheet addresses the process for application to serve as an Instructor in the Cincinnati State College Credit Plus Program when requesting to offer a college course at the high school location.

Applicant should submit:

- \_\_\_\_\_ Instructor Approval Request Form
- \_\_\_\_\_ Resume
- \_\_\_\_\_ Transcripts (These can be copies of transcripts in your District HR file)

Instructor applicants should review the Ohio Board of Regents credential requirements carefully and be sure their application materials prominently document those credential standards.

Upon receipt of these documents by the Office of Off-Campus Programs, the packet is sent to the Faculty Coordinator in the appropriate Cincinnati State academic division. Based on the academic qualifications of the applicant and the materials submitted, the Faculty Coordinator will determine the applicant's eligibility and the candidate will be notified of next steps.

Applicants should return completed forms (by email) to:

Sue Kowalski, CCP Advisor/Coordinator  
susan.kowalski@cincinnatiastate.edu

# Dual Credit College Course Instruction Standards

Course Type	Credential Standard	Transitioning with Quality
For General Education	Master's degree in the discipline, or minimally a master's degree and a cohesive set of 18 semester credit hrs. of discipline relevant graduate coursework	<p>Chief academic officers can grant exceptions to individuals who are:</p> <ul style="list-style-type: none"> <li>• Enrolled and making progress in educational programs to meet credentialing requirements (must be mentored by individuals who meet the requirements)</li> <li>• Uniquely qualified for the course being taught (validated by means other than a degree in the discipline)</li> </ul> <p>Chief academic officers are ultimately responsible for ensuring that:</p> <ul style="list-style-type: none"> <li>• Faculty credentialing requirements are met</li> <li>• Instructors who are working toward credentialing requirements are mentored and making progress toward their degrees</li> <li>• Exceptions are carefully considered and justified</li> </ul> <p>Exceptions are reserved for a small number of uniquely qualified individuals</p>
Other than General Education	<p>A bachelor's degree If teaching in an associate degree program</p> <p>A master's degree if teaching in a bachelor degree program</p>	
Technical- or practice-oriented	<p>Must have practical experience in the field and hold current licenses and/or certifications</p> <p>Must meet applicable professional accreditation standards for supervising educational experiences (for courses involving clinical experiences)</p>	

CState ID # _____ Network Request _____
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**College Credit Plus HS Instructor Approval Request**  
(Complete and attach this form to instructor resume and transcripts)

Date: \_\_\_\_\_ Instructor Name: \_\_\_\_\_

Proposed Course(s) to be offered at the High School: \_\_\_\_\_

High School Course Name (if applicable): \_\_\_\_\_

<b>Instructor Information</b>	Home Mailing Address: _____ <small>Street Address</small>
	City _____ State _____ Zip _____
	Phone (Daytime): _____ (Cell): _____
	Email: _____
	Date of Birth: _____ Social Security Number: _____ <small>(For HR appointment processing)</small>
<b>High School</b>	Name: _____
	Mailing Address: _____ <small>Street Address</small>
	City _____ State _____ Zip _____
	Phone: _____ Principal Name: _____

**Optional** – Would you be interested in also being contacted about serving as a regular adjunct faculty on campus?  Yes  No

*This cover sheet is to be attached to the HS instructor resume for review and approval as a College Credit Plus instructor at Cincinnati State. Please phone the Office of Off-Campus Programs at 513.569.4988 with questions.*

**Faculty Supervisor Certification/Approval:** I have reviewed the attached instructor request to teach in the College Credit Plus program at Cincinnati State. After carefully reviewing the instructor qualifications:

The instructor is *preliminarily* approved

I would like to request additional documentation (e.g., transcripts)

Specify \_\_\_\_\_

I deny the instructor request because \_\_\_\_\_

**Approving Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_