



High School Partner Teacher Application

Applicant Information:

Name: _____ Email: _____

Phone: _____ StarID*: _____

**only required if you have participated as a student or faculty/employee of a Minn State College or University*

Course and High School Information:

High School Name: _____

ARCC Course applying to teach: _____

Educational Information:

Bachelor's Degree Institution: _____ Bachelor's Degree Major: _____

Master's Degree Institution: _____ Master's Degree Major: _____

If your Master's degree is not specific to the discipline you will be teaching, please indicate the number of Master's level credits in your discipline you currently have completed: _____

Limited Exception: Instructors who do not currently meet the Minn State Credentialing requirement may still apply, under a limited exception. **Please complete the Limited Exception section on page 2.**

Please sign to indicate your understanding of the below statements, and certify that all information included in this application is true, to the best of your knowledge:

I understand that the Higher Learning Commission requires that all concurrent enrollment instructors teaching an Anoka-Ramsey course meet the minimum credentialing requirements of Anoka-Ramsey Community College and Minn State Colleges and Universities. The current credentialing requirement for most fields is a Master's in the field they intend to teach, or have a Master's in any field with at least 18 graduate credits in the field they intend to teach. Anoka-Ramsey will make the final determination as to whether credits are within the field an applicant intends to teach.

Signature of Applicant

Date

**Once complete, send application form, current resume, and all undergraduate/graduate transcripts to
Concurrent@anokaramsey.edu.**

Optional: Limited Exception Plan

Please indicate the type of exception requested and provide the description/plan for the type of exception:

____ **Emergency Hire** - provide description of situation and length of emergency hire (few weeks, rest of school year, etc)

____ **Pending Credentials** - provide an outline/plan of when you will complete the 18 graduate credits in discipline or masters.
All temporary approvals under the pending credentials, must meet credentialing withing 2 ARCC semesters.

____ **Special Expertise** - provide description and attach any relevant documentation of special expertise.

Description/Plan details:

Anoka-Ramsey Review

Additional notes/information from Concurrent Enrollment team:

Academic Dean Review:

____ Approved for the following discipline (field): _____

Meets Master's in field or Master's with at least 18 graduate credits in field? Y __ N __

If no, please describe the limited exception and any terms for completion of credits/degrees:

____ Denied

Comments:

Academic Dean Name: _____

Academic Dean Signature: _____

Decision Date: _____