

**Quick Reference Sheet for District Human Resources Personnel/LEAD Coordinators:  
REVISED June 2006**

**DUAL CREDIT TEACHERS**

**I have students that take courses from a local college/university faculty member for dual credit.  
How do I certify the college faculty member so these courses clear LEAD and the HQ Report?**

**IF the teacher is paid and selected by the local district**, apply for a Provisional Certificate for College Faculty. This classification does not apply to college faculty members teaching high school students under the employment of the local college/university. *(In this case, if the students go to the university mark the “Instructional Setting” in the SIS as **Offsite College**; if the teacher comes to the high school mark the “Delivery Method” as **3<sup>rd</sup> Party Contract**. No additional certification is required for the college faculty member and HQ is not required)*

Per 16 KAR 9:020, college faculty working in such a capacity can receive a Provisional Certificate. Through this certificate, the teachers will clear LEAD, and the course will be identified as having a Highly Qualified instructor. This certificate is good for one year, and may be renewed for one additional year.

**Requirements:**

1. The faculty member shall hold either a Doctoral degree or a Master’s degree with documented expertise in the specific teaching or administrative assignment
2. Must be a regular, full-time faculty member at a regionally or nationally accredited institution of higher education
3. Must have at least one year of teaching experience at the college level
4. Must be recommended by the local school district superintendent
5. Must also be recommended by the head of the faculty member’s unit at the college/university where they are employed

**Application:**

1. Use Form TC-1
2. Section I:B – type of certificate requested is “Provisional One-Year Certificate for College Faculty”
3. Please include specific teaching area requested
4. Include a recommendation letter for the college/university department head verifying education level, major, and years of experience in college teaching
5. Certification may be renewed for one year upon recommendation of the local school superintendent AND the appropriate college/university unit head

**Renewal Information:**

1. This certification may only be renewed once
2. Persons desiring to continue after two years teaching under this provision may qualify for the College Faculty Alternative Route to Certification Option 3 (Contact EPSB for more information on Option 3)
3. Teaching experience acquired while holding a Provisional One-Year Certificate for College Faculty can not be used to satisfy the beginning teacher testing and internship requirements

**EPSB Contact**

Additional information can be obtained by contacting an EPSB certification specialist at  
1-888-568-7667