

How to Become a Dual Credit Instructor with CEI

- 1) Are you an Eastern Idaho or IDLA high school teacher with a course that could align with college level material? Do you have a minimum of 1 year teaching experience in content?
- 2) Review the CEI dual credit master course list to see which CEI course(s) are available to be taught as dual credit. Course syllabi are available through the Early College office if needed.
- 3) Review the CEI teaching requirements below to determine if your credentials qualify. Preferred level qualifications are the CEI standard. Acceptable and minimal qualifications are considered on a case-by-case basis. Applicants must meet all criteria listed within a category.
- 4) Submit an application online: <https://cei.edu/early-college/instructors>
- 5) Allow 2-4 weeks for your application to be reviewed. If approved, the on-boarding and course alignment process can take an additional 4-6 weeks.

Academic Course Instructor Qualifications

CEI GENERAL EDUCATION INSTRUCTOR QUALIFICATIONS				
Education/ Certificate requirement		Preferred Qualification	Acceptable Qualifications	Minimal Qualifications
	Degree (s)	MA/MS discipline/Related	MA/MS/M.Ed/Related	BS/BA in discipline
	Experience	Teaching experience in content	Teaching experience in content	5 Yrs Teaching AP/IB
	Credits in discipline		*12 graduate level	*12 graduate level

Note: If you do not meet these qualifications, CEI has a Master's Degree Incentive program that can help you work on graduate credits while simultaneously teaching dual credit under enhanced supervision. Space is limited in the program. For more information, please [complete this form](#) or email mary.stephenson@cei.edu.

CTE Course Instructor Qualifications

CTE INSTRUCTOR QUALIFICATIONS		
Education/ Certificate requirement	Preferred Qualification	
	Degree (s)	BS/BA in discipline (AA/AS/AAS also acceptable in some cases)
	Experience	Teaching experience in content
	Certifications/Licensure	Idaho CTE certification or ability to obtain CTE certification Subject related Industry endorsement or Idaho CTE subject specific endorsement

Deadlines

To teach a class starting in the fall, please apply by **MARCH 15th**
 To teach a class starting in the spring, please apply by **OCTOBER 15th**