

Ivy Tech Community College of Indiana
Application for Teaching a High School-based Dual Credit Course

(We need a separate copy of this page for each course you want to teach. Since forms go to different departments and personnel, some information on this page and the Credential Worksheet is redundant.)

High School or Career Center: _____

Faculty Name: _____ Date of Birth: ___/___/____ Gender: _____

Email address: _____ School Phone: _____

Home address: _____ Home Phone: _____

Please respond to these questions for our business office, we need to avoid a duplicate number in the database. Every student and employee has a number this will give us information to do a search for your ID number.

Have you been employed by Ivy Tech in the past? Yes No

Have you ever been an Ivy Tech student? Yes No

If yes, when were you last enrolled? _____

Please check the High School-based Dual Credit Crosswalk and list the following:

DOE Number: _____ DOE State Approved Course Title: _____

Ivy Tech Course Number: _____ Ivy Tech Course Title: _____

Please attach to this sheet:

1. Your High School syllabus for the course with all learning objectives clearly listed.
2. A completed Dual Credit Instructor Worksheet with college transcript(s) attached.
Note: Look over each transcript and make sure it clearly identifies the degree earned. Sometimes it is good to request a new transcript as they are easier to read and have courses & degrees listed in current formats.

Please mail the packet to:
Diana Payne, Dual Credit Clerk
4301S. Cowan Rd.
Muncie, IN 47302

If you have questions, please email Bonnie Willy at bwilly@ivytech.edu



IVY TECH COMMUNITY COLLEGE Dual Credit Instructor Credentials Worksheet

(We need only one copy of this page & one copy of your complete college transcripts – please make sure your date of degree completion is on your transcript. If not, you should request a new transcript.)

Full Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Home Phone: _____ Work Phone: _____ E-mail: _____

Birth Date: _____

Credentialing Requirements See attached requirements per Ivy Tech Community College Academic Policies and Procedures Manual.

Degrees

Degree	Major/Program Area	Institution
PhD/EdD		
Master		
Bachelor		
Associate		

Certification(s) Professional Certification/Journeyman card in the field? Yes ___ No ___ If yes, list certifications:

Certification	Expiration Date

Experience List relevant employment experience in technical or teaching field

Position	Employer	Number of Years

To the best of my knowledge, the above information is complete and accurate. I have attached a copy of my transcript.

Dual Credit Instructor Signature _____
Date

TO BE COMPLETED BY IVY TECH

Course Being Taught	Academic Preparation

Credentialed and Approved: Yes ___ No ___ Transcript(s) Attached: Yes ___ No ___

Program Chair Signature _____
Date _____
Vice Chancellor for Academic Affairs Signature _____
Date