



Early College Programs

Dual Credit Instructor Credentialing Process

Dual Credit | Collegiate Academy | ECHS | P-TECH

Thank you for your interest in becoming an Eastfield College dual credit instructor for your high school! Please see below for information regarding requirements and what to expect from the credentialing process.

1. Initial Inquiry

- a. Email your unofficial transcript and resume to Kimberly Flanders via kimberlyflanders@dcccd.edu
 - i. Please make sure to redact the social security number from the unofficial transcript
 - ii. Once received, the information is submitted to the appropriate Instructional Dean for the initial review
 - iii. Projected timeline: 3 business days

2. Provisional Status

- a. If, after the initial review, the Instructional Dean indicates that you could potentially be credentialed, we will move forward with the credentialing process.
- b. You will be asked to submit the following information at this time:
 - i. Dual Credit Credentialing Packet
 - ii. Official Transcripts
 - iii. Criminal Background Check Information
 - iv. Verification of Employment Experience (CTE courses only)
- c. Projected Timeline: 30 days

3. Final Review

- a. Once all information is received, the Instructional Dean and our SACS-COC Accreditation office will complete a final, more intensive, review of the Official Transcripts and Employment Verification documentation.
- b. The final credentialing decision will be made at this time.
- c. If approved, you will be assigned a DCCCD ID number at this time.
- d. *Please note: Course information via eCampus will not be available to you until your high school requests that you teach a course.*