



Steps for Credentialing Secondary Instructor as Dual Enrollment Course Instructor

**1. Determine Eligibility**

- ✓ General Education
  - Master's Degree
  - 18+ graduate hours of study in field of course to be taught
- ✓ Technical Education
  - Associate's Degree (or higher)
  - 18+ hours of study **or** work experience in field of course to be taught
  - Proof of industry credentials, licensures, etc.

**2. Compilation of Documents**

- ✓ Current résumé
- ✓ Official college transcript
- ✓ Copy of teaching certificate (general ed.) **or** training certificates (tech. ed.)

**3. Submission of Required Documentation to Director of Dual Enrollment**

- ✓ Mail or hand deliver documents to:  
Mandy LaCerte, Director of Dual Enrollment  
201 Community College Drive  
Magnolia Building, Room 121  
Baton Rouge, La 70806

**4. Certification of Credentials**

- ✓ Dual enrollment office submits all paperwork from step 3 to appropriate department chairs
- ✓ Department chairs complete the Faculty Credentials Certification Form

**5. Notification of Approval**

- ✓ Department chairs notify Director of Dual Enrollment of prospective instructor's approval decision
- ✓ Director of Dual Enrollment notifies instructor and school's dual enrollment contact person

Steps 6 and 7 apply to approved instructors only

**6. Human Resource Paperwork Completion**

- ✓ Once approved to teach dual enrollment, the instructor must complete all paperwork required by the Human Resources Department

**7. LoLa Access**

- ✓ Approved instructors who have completed step 6 will receive access to LoLa. This is a crucial step since grades and attendance are reported through this system. (\*It is the responsibility of the instructor to notify the Director of Dual Enrollment immediately if access is not given. This should be completed within 48 hours of completing step 6.)