

**Red Rocks Community College**  
**Postsecondary Vocational Credentialing Requirements for**  
**Concurrent Enrollment Instructors**

Red Rocks Community College instructors, employed by our K-12 partners, who wish to teach concurrent enrollment Career and Technical Educational (CTE) courses for dual credit must demonstrate that they have met the minimum Red Rocks qualifications.

Following is a chart that is to be used as a reference guide. Questions should be directed to RRCC CTE Credentialing, Carisa Lovorn, at 303-914-6378 or by emailing: [carisa.lovorn@rrcc.edu](mailto:carisa.lovorn@rrcc.edu).

	General Ed/Transfer Course	Career and Technical Education
General CTE Postsecondary Vocational Credential Requirement	n/a	Any instructor of record for a CTE course at Red Rocks is required to hold a valid, current postsecondary credential, including concurrent enrollment instructors.
Secondary to Postsecondary Vocational Credential Conversion	n/a	Concurrent enrollment CTE instructors who hold a current, valid <u>secondary</u> CTE endorsement may apply to Red Rocks to have the secondary endorsement <u>converted</u> to a postsecondary vocational credential. <i>*See the CCCS CTE Administrator’s Handbook, page 86, 5.1.05, ¶15.</i> <b>Required documents:</b> <ul style="list-style-type: none"> <li>• Copy of valid secondary teaching license with CTE endorsements.</li> <li>• Cover sheet: completed and signed by both the instructor and the RRCC supervisor.</li> <li>• Initial application form – only the <i>first page</i>. Download the application at: <a href="http://www.coloradostateplan.com/cred_postsecondary_forms.htm">http://www.coloradostateplan.com/cred_postsecondary_forms.htm</a></li> </ul>
Occupational Experience	n/a	Concurrent enrollment instructors who <u>already hold a secondary endorsement</u> do not need to provide transcripts or occupational experience verification to obtain a postsecondary vocational credential. Secondary instructors who currently possess a secondary credential in the discipline have already met the Colorado Department of Education requirements to earn a CTE credential. <i>*See above reference to CTE Administrator’s Handbook.</i>  However, if a concurrent enrollment CTE instructor <u>does not hold a secondary endorsement</u> in a program they will teach, the instructor may apply directly to RRCC for a postsecondary vocational credential. The applicant will submit required documents per the CCCS CTE Administrator’s Handbook, pages 69-87. <b>Required documents:</b> <ul style="list-style-type: none"> <li>• Initial application form – only the <i>first page</i>. Download the application at: <a href="http://www.coloradostateplan.com/cred_postsecondary_forms.htm">http://www.coloradostateplan.com/cred_postsecondary_forms.htm</a></li> <li>• RRCC over sheet: completed and signed by both the instructor and the RRCC supervisor.</li> <li>• College transcripts</li> <li>• Proof of required occupational experience in the field (non-teaching) within the past seven years (five years for any health profession).</li> </ul>

Degree Requirement – Guaranteed Transfer Courses	The instructors must hold a master’s Degree, including at least eighteen graduate-level semester hours in the program area to be taught	<p>Some CTE courses at RRCC are also general education/guaranteed transfer courses. Concurrent enrollment instructors who teach CTE courses that are intended to transfer shall meet the same qualifications as university/college parallel (transfer) RRCC faculty/instructors.</p> <p>The instructor of such a course must hold a Master’s Degree, including at least eighteen graduate-level semester hours in the program area to be taught.</p> <ul style="list-style-type: none"> <li>Accounting 121/122 require a master’s + 18.</li> <li>ART 138/139 require a master’s, but MGD has approved any master’s degree with sufficient credits.</li> <li>MUS courses at Warren Tech: Current MUS teacher does not hold a Master’s. Red Rocks does not yet have an MUS program approval, so this is not yet an issue: Digital Recording Technology (music recording in studio, for classical vocal and instrumental).</li> </ul>
Credential Renewal: Secondary to Postsecondary	n/a	<p>Concurrent enrollment instructors who already hold a postsecondary vocational credential that was issued to match their secondary endorsement may <u>renew</u> the postsecondary credential based solely upon a renewed secondary CTE endorsement.</p> <p><i>*See the CCCS CTE Administrator’s Handbook, page 86, 5.1.05, ¶15</i></p> <p>Required documents:</p> <ul style="list-style-type: none"> <li>Copy of valid secondary teaching license with CTE endorsements.</li> <li>Cover sheet: completed and signed by both the instructor and the RRCC supervisor.</li> <li>Renewal application form – only the <i>first page</i>. Download the application at: <a href="http://www.coloradostateplan.com/cred_postsecondary_forms.htm">http://www.coloradostateplan.com/cred_postsecondary_forms.htm</a></li> </ul>
Credential Renewal: Standard Renewal Process	n/a	<p>Concurrent enrollment instructors whose part-time postsecondary vocational credential was issued directly by Red Rocks must complete the standard renewal requirements:</p> <ul style="list-style-type: none"> <li><b>Renewal requirement for an initial, part-time credential (3-year):</b> Complete EDU 250, 222, or 266 before the initial credential expires.</li> <li><b>Renewal requirement for a profession, part-time credential (5-year):</b> Obtain signature of RRCC supervisor verifying satisfactory performance.</li> </ul> <p><i>*Per the CCCS Administrators Handbook, pages 69-87, the credentialing office at each postsecondary institution may assign the instructor coursework to complete before the initial credential expires. Please note that each applicant may have different requirements to be completed before the initial credential expires (i.e. an additional requirement to obtain 500 related occupational experience hours outside teaching).</i></p>