



November 9, 2021

## Concurrent Enrollment Instructor Credentialing Through the Senior Year Plus Program

The Iowa Department of Education has received inquiries pertaining to the teaching and licensure of a school district or accredited nonpublic school employee in regard to postsecondary courses offered through the Senior Year Plus concurrent enrollment program, also known as district-to-community college sharing; as well as those postsecondary courses contracted through career academies and the nonpublic concurrent enrollment program. It was asked whether it is permissible for a school district or accredited nonpublic school to directly employ teaching staff that meet the postsecondary faculty qualifications, but does not hold secondary licensure, solely to teach a concurrent enrollment/contracted postsecondary course.

The Department offers the following guidance to school districts and accredited nonpublic schools. It is permissible for a school district or accredited nonpublic school to employ teaching staff to provide instruction for contracted postsecondary courses even if the school employee does not hold the appropriate secondary licensure and/or CTE authorization for the requested teaching assignment.

### What does this mean?

In practice, this means that a school district or accredited nonpublic school may directly employ and assign eligible staff to teach contracted postsecondary courses utilizing the authority granted to institutions under Senior Year Plus Iowa Administrative Code 22.3(1); provided the individual meets the same standards and requirements as the community college's on-campus instructors.

*...A teacher employed to provide instruction under this chapter shall meet the following criteria...The teacher shall meet the standards and requirements set forth which other full-time instructors teaching within the academic department are required to meet and which are approved by the appropriate postsecondary administration (IAC 22.3(1)).*

All instructors teaching college credit courses must meet state minimum faculty standards. Adjunct instructors, including those delivering courses under Senior Year Plus, are subject to this requirement. District-employed concurrent enrollment instructors serve as community college adjunct faculty and must meet the college requirements for on-campus instructors (281 IAC 21.3). Even though the teacher is employed by the high school, the course is designated as a college-level class once contracted with the postsecondary institution, even if the course is held in a school district classroom. During the time/period of day the contracted course is taught it is designated as a community college campus site/location.

The postsecondary institution maintains the authority and responsibility to authorize and approve any high school concurrent enrollment instructor; therefore, it will be vital for school districts and accredited nonpublic schools who wish to explore this hiring practice to work in close partnership with their postsecondary institution to ensure the school employed personnel meets the expectations and faculty qualifications of the postsecondary institution and are eligible to be certified to teach the requested contracted course offering. School districts and postsecondary institutions should outline and establish these requirements and/or expectations of the high school concurrent enrollment instructor within a contractual agreement agreed upon by both institutions.

In no way does this usurp a school's local authority to require district-employed staff eligible to teach contracted postsecondary courses to hold appropriate secondary licensure and/or CTE authorization. Rather, it

*Iowa Department of Education guidance should be viewed as advisory unless it's specifically authorized by state statute, according to Iowa Code section 256.9A. This does not apply to administrative rules, declaratory orders, or materials required by federal law or courts.*

allows as an alternative, the ability for a school to make staffing decisions based on the schools individual needs for their concurrent enrollment and/or career academy programs.

Additionally, there are several school districts and accredited nonpublic schools that currently contract services directly through a postsecondary institution to provide concurrent enrollment courses within their high school location that are taught by college employed faculty and/or adjuncts; and the Department encourages this practice to be maintained when possible.

Lastly, please note regardless of who maintains the employment contract for the instructor of the contracted concurrent enrollment course, this has no impact on currently established provisions and requirements outlined in statute and administrative rule related to school district accreditation, offer-and-teach and supplementary weighting for postsecondary courses offered through concurrent enrollment and/or career academy programs.

## Additional Questions

Can high school credit be issued to students if the teacher employed does not hold the proper teaching license and/or endorsement?

Yes. Secondary licensure and/or CTE authorization is not a condition of awarding high school and college credit for concurrent enrollment/contracted courses. Provided the individual employed meets the postsecondary institutions faculty qualifications for the course contracted, high school credit must be awarded upon the students successful completion of the course as determined by the postsecondary institution (i.e., the student must not fail the course).

*... A school district shall grant high school credit to a student enrolled in a course under this division if the student successfully completes the course as determined by the community college and the course was previously approved by the school board pursuant to IAC 22.11(3) (IAC 22.11(5)).*

If the teacher employed does not hold the proper secondary teaching license and/or endorsement, are they eligible to teach other high school credit only sections?

No. Instructors teaching courses that provide only secondary level (high school) credit must have appropriate secondary licensure pursuant to Iowa Code chapter 12 and 272; and shall be properly licensed and endorsed as determined by the board of educational examiners (BoEE) to deliver appropriate programming. This means that a school district *may not* assign a teacher to a high school only credit section unless they hold proper licensure and endorsement. School districts and accredited nonpublic schools may wish to take this into consideration when making hiring decisions as they may find it difficult to fully utilize a high school concurrent enrollment instructor that is only authorized to teach specific contracted courses as determined by the postsecondary institution.

If the teacher employed does not hold the proper secondary teaching license and/or endorsement, are they eligible to be employed under a teaching contract?

Yes and No. No BoEE licensure is required for instructors teaching community college courses, even if the teacher is employed by the school district, as long as the course is offered for college credit.

As long as the eligible employee holds a teaching license, they may be employed under a teaching contract (Iowa Code 279.13). Licenses required for a position will be considered met if the employee meets the requirements established by the Iowa Department of Education. If the eligible employee does not hold any form of teaching licensure, they may be employed, but would not be eligible under a teaching contract.

*Example 1:* District "A" hired a teacher to teach postsecondary graphic arts courses under their district's CTE program for computer graphics. The participating community college has certified the instructor to teach the

*Iowa Department of Education guidance should be viewed as advisory unless it's specifically authorized by state statute, according to Iowa Code section 256.9A. This does not apply to administrative rules, declaratory orders, or materials required by federal law or courts.*

postsecondary courses, the teacher holds a valid K-12 art certification but does not hold the proper CTE authorization. It is permissible to employ this teacher under a teaching contract.

*Example 2:* District “B” hired a teacher to teach postsecondary CNA courses under their CTE program for Health Sciences. The eligible employee is non-certified and holds no teaching license. It is not permissible to employ the teacher under a teaching contract, in this scenario the school would employ the individual under a non-teaching contract. School districts will need to keep in mind that staff who are unable to be employed on a teaching contract, will not be eligible for teacher salary supplement (TSS) or teacher leadership and compensation (TLC).

## Can an individual that is under a suspension or revocation of an educational license or statement of professional recognition issued by the BoEE teach concurrent enrollment courses?

No. An individual under suspension or revocation of an educational license or statement of professional recognition issued by the board of educational examiners shall not be allowed to provide instruction for any program authorized under Senior Year Plus (281 IAC 22.3(1)). The school district and accredited nonpublic school, in collaboration with the postsecondary institution providing the coursework, is responsible for ensuring this provision is met.

## Is a background check required?

Yes. If the instruction for any program authorized under Senior Year Plus is provided at a school district facility, an accredited nonpublic school facility, or a neutral site, the teacher or instructor shall have successfully passed a background investigation conducted in accordance with Iowa Code section 272.2(17) prior to providing such instruction. The background investigation also applies to a teacher or instructor who is employed by an eligible postsecondary institution if the teacher or instructor provides instruction at a school district facility, an accredited nonpublic school facility, or a neutral site. For purposes of this rule, “neutral site” means a facility that is not owned or operated by an institution.

## How does this affect Fall BEDS Staff reporting?

All positions and assignments must be reported in the Fall BEDS Staff application for employees of the school district and/or accredited nonpublic school. Accordingly, schools may receive the following error “Not Properly Endorsed” when assigning employees to concurrent enrollment/postsecondary courses who do not also hold appropriate secondary licensure and/or CTE authorization. Current practice requires each school receiving this error on the teaching assignment to request a state-level override from the Department.

Please note, the BoEE defers to the Department to handle endorsement errors and overrides related to concurrent enrollment/postsecondary courses in Fall BEDS staff reporting when a licensure/endorsement error is identified based on the concurrent enrollment teacher not meeting secondary licensure/CTE authorization when assigned to the designated teaching assignment.

Contact Shelly Neese with questions related to Fall BEDS Staff reporting and the state-level override process at [shelly.neese@iowa.gov](mailto:shelly.neese@iowa.gov).

## Can courses offered through concurrent enrollment/career academies be used to meet a school’s minimum program requirements?

Yes, a school district can use contracted community college courses to meet offer-and-teach requirements for vocational education (CTE) pursuant to [281—IAC 12.5\(5\)“i.”](#)

A school district may also use contracted postsecondary courses with a community college for one unit of math or one unit of science. However, the sharing agreement for a unit of science or mathematics is only applicable if all of the following conditions are met:

- The district has made every reasonable and “good-faith effort”<sup>1</sup> to employ a teacher licensed under chapter 272 for the science or mathematics unit, as applicable, and is unable to employ such a teacher.
- Enrollment for the unit exceeds five pupils.
- The unit is offered during the regular school day.
- The unit is made accessible by the school district to all eligible pupils (Iowa Code § 257.11(3)“c,” as amended by 2019 Iowa Acts, Senate File 603, section 2).

An accredited nonpublic school may use contracted community college courses to meet offer-and-teach requirements for career and technical education (CTE) and math or science established under subrule 12.5(5). Such courses may be eligible for funding under rule 281—97.8(261E) through participation in the nonpublic concurrent enrollment program.

<sup>1</sup> A good-faith effort “includes advertising for the position in an appropriate publication, interviewing applicants, and giving serious consideration to those licensed or authorized, and otherwise qualified, applicants who apply” (Iowa Code § 279.19A(9)).

## Additional Information

[BoEE Teacher Pathway Newsletter](#) - Pathways to Licensure/Community College Instruction (pg.2)

## Contact:

Please contact Jane Bradley at [jane.bradley@iowa.gov](mailto:jane.bradley@iowa.gov) or 515-689-4402 with questions or comments.