



## MEMORANDUM

**To:** CTE Directors, Principals, and Superintendents  
**From:** Anthony Harl, State Director of CTE  
**Date:** August 30, 2023  
**Re:** Guidance for Offering CTE Courses for College Credit

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Increasing the availability and accessibility of attaining college credit and credentials is one of the primary goals of Next Level Programs of Study (NLPS). “Dual credit” can be difficult to navigate given the variety of options in terms of postsecondary providers and opportunities. This document provides guidance to secondary schools on several important topics related to offering secondary NLPS courses for college credit. The information included here will also be incorporated within other NLPS resources this fall.

- Offering CTE courses for college credit is highly encouraged but it is not required for students to earn CTE concentrator status. College credit earned through CTE may count for graduation requirements, honors diploma requirements, and is a measure of program quality tracked by the state.

Concurrent enrollment in Indiana can take one of two forms, dual credit or dual enrollment. Dual credit is a concurrent enrollment course taught by a high school instructor. If the course is on the CTE Dual Credit Crosswalk, the maximum tuition cost is up to \$25 per credit hour and \$0 for students that are eligible for free and reduced lunch. Depending on the postsecondary provider, tuition to students might be waived. Dual enrollment is a concurrent enrollment course taught by a postsecondary instructor. Postsecondary institutions may charge full tuition for dual enrollment courses.

Information on several common topics related to dual credit is included below.

- **Alignment vs. Availability** – Most of the courses within NLPS have been directly aligned to postsecondary courses through Ivy Tech Community College and/or Vincennes University. While most courses are aligned, alignment does not necessarily mean the course is available for dual credit. For example, several of the postsecondary courses aligned to NLPS capstone courses are only available for college credit through dual enrollment. Courses that are only available through dual enrollment are identified with an asterisk in the NLPS Review Document.
  - The [CTE Dual Credit Crosswalk](#) details which postsecondary courses are available for dual credit with related secondary courses at Ivy Tech and Vincennes, plus some four-year institutions who have agreed to offer dual credit for particular CTE programs.
- **Secondary School Eligibility** – Secondary schools or career centers are not automatically eligible to offer a course for dual credit, even if the postsecondary course is on the dual credit crosswalk. Postsecondary institutions must be able to ensure that any credit awarded through dual credit is of the same quality as a credit awarded on campus. To accomplish this goal, secondary schools must apply to postsecondary institutions for approval to offer a program for dual credit. This review process will consider the



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secondary school's ability to have a credentialed instructor and its ability to meet facility and equipment requirements, plus curriculum requirements in some cases. It is important to note that this process takes time to complete, and schools are encouraged to work ahead of time to have programs approved.

- **Instructor Credentialing** – As indicated above, it is the responsibility of the postsecondary institution to ensure that dual credit instructors meet the same requirements as any adjunct faculty member. CTE programs do not necessarily require instructors to have a master's degree per [guidance](#) from the Higher Learning Commission. Each department at a postsecondary institution can determine the combination of degree attainment and training/tested experience that is required for dual credit credentialing within CTE. Conversely, the state does not require postsecondary faculty to obtain a secondary teaching license when teaching a dual enrollment course.
- **Dual Credit Partners** – Secondary schools are not limited to partnering with only postsecondary institutions on the dual credit crosswalk. However, postsecondary courses approved for the dual credit crosswalk have been vetted for competency alignment and transferability. Additionally, schools should consider the ultimate cost to the student when selecting a postsecondary partner.
- **Using Dual Enrollment for CTE** – One major benefit of the direct alignment to postsecondary courses is dual enrollment courses may be completed in place of a secondary course and remain eligible for CTE funding. For example, a school may have an agreement with a postsecondary institution to have students enroll and complete two postsecondary courses that are aligned to a specific secondary course. In some cases, there are competencies that have been added to the secondary course that don't exist in the postsecondary courses. In these cases, the secondary school is responsible for ensuring that students have the opportunity to master all competencies in the secondary course.

To be eligible for CTE funding the enrollment must still meet secondary course requirements in terms of length of course and prerequisites. Schools receiving CTE funding for dual enrollment courses must accept the courses for high school credit and are encouraged to use the CTE funding to help cover the tuition costs for students.

- In situations where a school is not approved to offer a course for dual credit and dual enrollment is not an option, students may be able to obtain college credit by passing an industry recognized certification exam through the prior learning assessment process.