

WCC is pleased that you are interested in taking this next step as part of becoming a credentialed instructor for dual enrollment courses!

Please review this list as part of requirements for applying to become a credentialed dual enrollment instructor.

- All candidates will need to complete a state application. This application is the same one required for any full-time or part-time position with WCC, along with any other state position within the Virginia Community College System or any state agency.
- The Coordinator of Dual Enrollment will provide an application link when ready.
- Candidates should send copies of official transcripts from ALL institutions.
- Unofficial/web transcripts are not acceptable. Official transcripts are welcomed; however, copies of official transcripts can suffice for dual enrollment credentialing. If a candidate wishes to be considered for adjunct faculty positions with WCC, official transcripts are required.
- Current resume/CV (optional, but recommended)
- Cover letter outlining dual enrollment interest (optional, but recommended)

Credentialing requirements:

- Wytheville Community College follows the Virginia Community College System formal VCCS-29 Form for minimum credentialing requirements ([VCCS-29](#))
- These requirements are in direct accordance with the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) credentialing requirements. WCC is fully accredited by SACSCOC (reaccredited in 2016).
- Minimum credentialing requirements:
 - **Transfer courses (AA&S degree courses designed for four-year transfer)**
 - Master's degree in the field
 - OR**
 - Master's degree in any field (PLUS 18 hours in the content area)
- **Occupational and Health courses (A.A.S. degree courses designed largely for workforce immersion/qualification)**
 - Bachelor's degree in the field
 - OR**
 - Associate's degree in the field with two years of occupational-related experience (not teaching)
- **Non-Associate Degree Occupational courses**
 - Associate's degree in the field
 - High-school diploma in the field with five years of occupational-related experience (not teaching)

All items should be sent to Joshua Floyd, Coordinator of Dual Enrollment, at jfloyd@wcc.vccs.edu.