



High School Partner Teacher Application

Attach photocopies of all college transcripts with this Application.
 Official graduate transcripts will be required if an instructor is approved to teach.

Applicant Information:

Last Name	First Name	Middle Initial

Mailing Address(Home)	City	State	Zip Code

Contact Phone	Contact E-mail Address

Course and High School Information:

Anoka-Ramsey Course Applying to Teach: <i>EX: BIOL 1103: Environmental Science</i>	
Please list all related teaching experiences (HS name, courses(s), and years) or attach a resume. <i>EX: Anoka-Ramsey High School, AP Biology: 2019-2023</i> <i>Sample High School, 10th grade Biology and Environmental Science: 2005-2008</i>	

Educational Information: Attach copies of all transcripts, and any relevant Master's level credits to this application.

Bachelor's Degree Institution:	Bachelor's Degree Major

Master's Degree Institution:	Master's Degree Awarded

If your Master's degree is not specific to the discipline you will be teaching, please indicate the number of Master's level credits in your discipline you currently have completed: _____

For example, to teach a history course, a master's in History would be discipline specific, but a Master's in Education would not.

Professional Development Plan:

Only required for those who do not have a Master's in their discipline, or those who do not have Master's in any field plus 18 graduate credits in their discipline.

Please explain how you will reach credentialing by the Higher Learning Commission's (HLC) credentialing deadline of September 1, 2025: *ex – Planned graduate level coursework (Where, when, # of credits)*

Four horizontal lines for writing the response.

Please sign to indicate your understanding of the below statements, and certify that all information included in this application is true, to the best of your knowledge:

I understand that the Higher Learning Commission requires that all concurrent enrollment instructors teaching an Anoka-Ramsey course must meet the credentialing requirements of Anoka-Ramsey Community College. The current credentialing requirement is that instructors must have a Master's in the field they intend to teach, or have a Master's in any field with at least 18 graduate credits in the field they intend to teach. Anoka-Ramsey will make the final determination as to whether credits are within the field an applicant intends to teach.

Any instructor who does not meet credentialing requirements may not be approved to teach, or may be able to complete the Professional Development Plan proposed in this application to be allowed to teach provisionally. Anoka-Ramsey will communicate that decision directly to the applicant shortly after application has been received.

Signature of Applicant

Date

Please Return Completed Application and Supporting Materials to:

Abbie Huttenburg
Anoka-Ramsey Community College
11200 Mississippi Blvd. NW
Coon Rapids, MN 55433

Telephone: 763-433-1967
Email: abbie.huttenburg@anokaramsey.edu