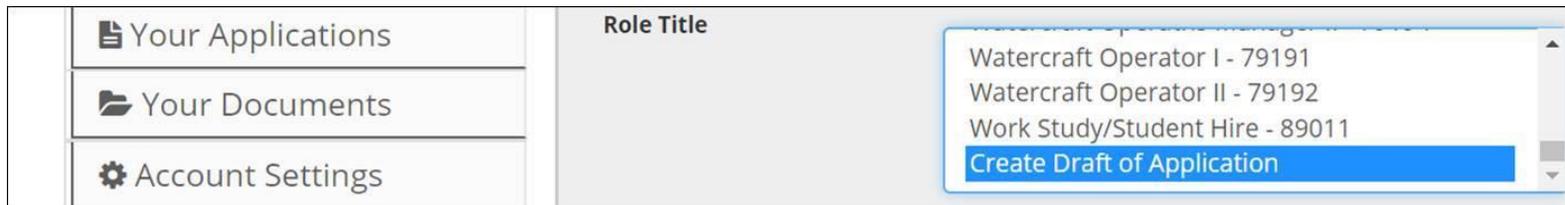WCC is pleased that you are interested in taking this next step as part of becoming a credentialed instructor for dual enrollment courses!
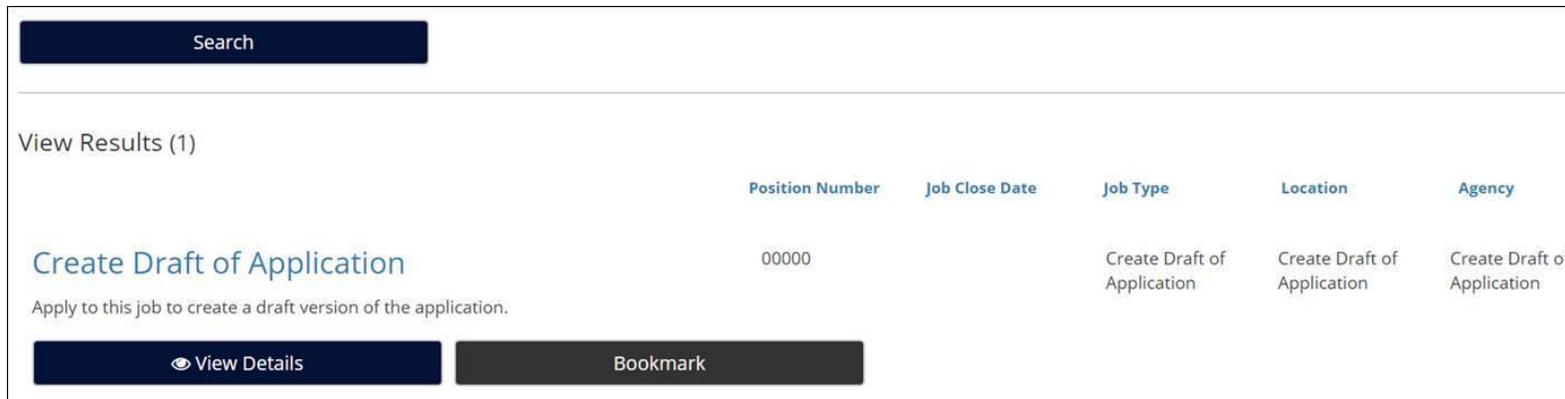
Please review this list as part of requirements for applying to become a credentialed dual enrollment instructor:

- 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 state application can be found here: http://jobs.virginia.gov/
  - Because there is not an open position in which to direct the application, there is a way in which applicants can complete an application and then choose to save a draft (Create Draft of Application screenshots can be found below).
  - Once a draft is completed, applicants should save a copy of the draft.

- 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)

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