Become a College in the High School Instructor

Clover Park Technical College partners with qualified high school teachers to offer college-level courses at participating high schools.

As a career and technical education college, CPTC recognizes that instructor qualifications can look different across disciplines. College in the High School instructors must meet the minimum qualifications required to teach the corresponding course at CPTC.

Instructor Qualifications

CPTC's **Chapter 4, Section 12: Professional Technical Teaching Faculty Qualifications and Standards** establishes the college's requirements for professional-technical teaching faculty.

For areas where advanced degrees are commonly available:

Qualifications include:

- The equivalent of a **master's degree in the field** from an accredited college or university; **or**
- A **bachelor's degree and professional expertise in the field**.
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For professional-technical fields where bachelor's or master's degrees are not commonly available:

Qualifications include:

- **Broad and comprehensive training** in the area of specialization
- **Industry-recognized certification**, when available
- **At least two years of relevant work experience and/or relevant, current teaching experience** qualifies the instructor to provide instruction in the area of specialization.

Depending on the program or discipline, additional professional licenses, certifications, credentials, or other requirements may apply.

Each prospective CiHS instructor is reviewed by the appropriate CPTC instructional department to determine whether the applicant meets the qualifications for the proposed CPTC course.

Applying does not guarantee approval to teach a CPTC College in the High School course. Approval is based on the qualifications required for the applicable CPTC course or discipline and completion of CPTC's review and approval process.

View CPTC Chapter 4, Section 12: Professional Technical Teaching Faculty Qualifications and Standards

Ready to Apply?

Prospective instructors should be prepared to provide information and supporting documentation related to their:

- Education
- College transcripts
- Teaching experience
- Relevant industry or occupational experience
- Professional credentials
- Industry certifications, when applicable
- Professional or occupational licenses, when applicable
- Current high school and teaching assignment
- Proposed CPTC program or course area

CiHS Teacher Application:

Apply to Become a College in the High School Instructor

What Happens After You Apply?

1. Application Review

CPTC reviews the application and supporting documentation.

2. Qualification Review

The appropriate CPTC instructional department reviews the applicant's qualifications for the proposed CPTC course or discipline.

3. Course Alignment

CPTC works with the high school instructor to confirm the appropriate CPTC course alignment, including curriculum, learning outcomes, assessments, and college-level expectations.

4. Approval & Faculty Liaison

Approved instructors are connected with a CPTC Faculty Liaison for discipline-specific support and ongoing course alignment.

5. Orientation & Professional Development

Approved instructors complete CiHS and course-specific orientation and participate in ongoing discipline-specific professional development and collaboration with CPTC faculty.

Questions?

Contact CPTC College in the High School at cihs@cptc.edu.