



College Now/Tech Prep Teacher Approval Process

Dear College Now/Tech Prep Instructor,

Thank you for agreeing to teach College Now/Tech Prep courses for this academic year. We appreciate the regional high schools supporting this college credit opportunity for your students.

In order for COCC and all Oregon Community Colleges to be in compliance with the current Oregon Administrative Rules (OARs) certain documentation is required for Dual Credit Programs. COCC faculty approve high school teachers based on teacher-to-teacher conversations regarding education, training, employment, curriculum and equipment. We intend to continue to rely upon these teacher-to-teacher communications for teacher approval. In addition, we must provide the documentation of each high school instructor's education and experience.

As a result, we need your help. We are asking the high school tech prep instructors to complete the Teacher Approval Documentation form on the next page and submit unofficial copies of college transcripts. Mail the completed form and unofficial transcripts to:

Lonna Carnahan
College Now/Tech Prep Coordinator
2600 NW College Way
Bend, OR 97701-5998
Tel: (503) 383-7782
Fax: (541) 318-3737

The COCC department chair will be responsible for reviewing the documentation. You only need to submit this documentation once. All documents will be stored in a secure place.

I appreciate your cooperation and continued commitment to students. If you have any questions, call me at 383-7782.

Sincerely,

Lonna Carnahan
College Now/Tech Prep Coordinator



**Central Oregon Community College
College Now/Tech Prep
Teacher Documentation**

Name _____ Date _____

High School _____

Work Phone Number _____ Email _____

I request approval to teach the following classes in the College Now/Tech Prep program.

COCC COURSE NUMBER	COCC COURSE NAME
_____	_____
_____	_____
_____	_____
_____	_____

LIST DEGREES

Associates _____

College/year received _____

Bachelors _____

College/year received _____

Masters _____

College/year received _____

LIST OTHER ENDORSEMENTS and/or LICENSES and dates

LIST RELEVANT EMPLOYMENT HISTORY FOR PAST TEN YEARS

Employer	Position	Responsibilities	Dates
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Attach an unofficial copy of transcript/s on file with your district personnel office.

Send this completed form and an unofficial copy of your transcripts to:

Lonna Carnahan

College Now/Tech Prep Coordinator

COCC

2600 NW College Way

Bend, OR 97701

Phone: (541) 383-7782 or 383-7425 / Fax (541) 318-3737