



K-12 DUAL CREDIT TEACHER HANDBOOK

2024-2025

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earning credits · saving cash
WITH NORTHCENTRAL TECHNICAL COLLEGE.

Welcome to Dual Credit!

We are pleased to offer Dual Credit to our area high schools. In partnership with your school, Northcentral Technical College (NTC) is happy to provide opportunities for your students to earn college credit, save money, and explore various career pathways.

In this handbook, you will get an overview of NTC Dual Credit and what you need to do in order to offer NTC courses to students in your district. There is no tuition charge to a K-12 district or student for Dual Credit Courses except for books/Cengage.

Once your dual credit class request has been approved you will be assigned a NTC Dual Credit Faculty Mentor. The mentor and myself are here to assist you throughout the year. We value your partnership and look forward to working with you and your students.

Contact Numbers @ NTC

Tracy Ravn, Director of K-12 Relations 715.803.1782 Ravn@ntc.edu	IT Help Desk 715.803.1160 https://myhelpdesk.ntc.edu/
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How does one get started?

To get started teaching Dual Credit with NTC:

1. Contact Tracy Ravn, Director of K-12 Relations, Ravn@ntc.edu or 715-803-1782 to discuss NTC course offerings and obtain an application to teach.
https://ntc.wd1.myworkdayjobs.com/en-US/NTC/details/Dual-Credit-Instructor---Not-an-NTC-employee_JR263
2. NTC HR, the NTC department Dean, and Tracy Ravn will review your credentials to determine if you are qualified to teach dual credit at NTC.
3. Once approved, Tracy Ravn will provide your login credentials for NTC systems.
4. You will then be assigned an NTC Dual Credit Faculty Mentor to connect with regarding course content and support.

What requirements are needed to teach Dual Credit at NTC?

All CTE Teachers:

To stay within the guidelines of the Wisconsin Technical College System (WTCS) and the Higher Learning Commission (HLC) <https://www.hlcommission.org> NTC has set certain guidelines which high school dual credit instructors are expected to maintain.

1. High school teachers must hold a current DPI license in the discipline in which they would like to teach.
2. High school teachers must be employed as high school instructors in a K-12 district within the Northcentral Technical College district.
3. In some instances, you may need to take an NTC course and indicate that you are comfortable teaching the course content.

4. In certain cases, we may be able to qualify a teacher based on work experience.
5. A copy of your DPI License is required.

General Education Teachers Only:

To stay within the guidelines of the Wisconsin Technical College System (WTCS) and the Higher Learning Commission (HLC) <https://www.hlcommission.org> NTC has set certain guidelines which high school dual credit instructors are expected to maintain.

1. High school teachers must hold a current DPI license in the discipline in which they would like to teach.
2. High school teachers must be employed as high school instructor in a K-12 district within the Northcentral Technical College district.
3. A copy of your DPI license is required.
4. Hold a Master's degree in the content area that you are teaching in; or hold a Master's degree, and 18 credits in the content area you are teaching in; or meet our equivalent experience.
5. College unofficial transcripts required.

What is the role of the NTC Dual Credit Faculty Mentor?

The NTC Dual Credit Faculty Mentor is the course related connection for the high school teacher. The high school teacher should expect the NTC Dual Credit Faculty Mentor to:

- Participate in Dual Credit Training sessions.
- Complete a NTC Dual Credit Course Information form with the high school teacher for each dual credit course.
- Provide NTC's course curriculum & competencies, NTC grading scale, assessments, finals, projects, etc. for each dual credit course.
- Provide textbook information and/or approve the textbook if high school is using a different resource.
- Provide support for syllabus development in Simple Syllabus.
- Connect throughout the year to provide assistance and support.

Expectations for the high school teachers:

- Attend Dual Credit meetings and trainings.
- If this is the first time a high school teacher is teaching an NTC Dual Credit Course you are required to meet face-to-face or virtually with the NTC Dual Credit faculty to cover course content.
- Help your students enroll in your course, Tracy Ravn will provide instructions for enrolling students and she will also come to your class, upon request, or connect virtually with you and your students.

- Complete/Submit a course syllabus <https://ntc.simplesyllabus.com/> within the first week of your class start date for each dual credit course.
- Submit course grades (Use the NTC grading scale found in your Simple Syllabus) within 5 days of your class ending, Tracy Ravn will provide instructions for submitting grades.
- The high school faculty are required to maintain a connection with their NTC Dual Credit Faculty Mentor, to ensure course content, rigor, and assessment standards of the NTC course are being met. High school teachers and NTC Dual Credit Faculty Mentors should expect to communicate in person, via Zoom, via phone, or by email a minimum of three (3) times per semester.
- If the NTC Dual Credit Faculty Mentor and the Director of K-12 Relations does not feel the teacher is ready to teach the course, NTC reserves the right to deny the dual credit course offering. However, NTC can work with the high school teacher to prepare them to be successful in teaching the course in a future term.

Dual Credit FAQ's

The following FAQs may help address some common questions. Please contact Tracy Ravn, Director of K-12 Relations, at 715.803.1782 or Ravn@ntc.edu with questions or concerns.

1. How and when do I enroll my students?

It is expected that you enroll your students within the first few weeks of the course. Students will need to have an NTC ID or create an NTC ID. In order to create an NTC ID, students will need to know their *Social Security Number*. Tracy will send directions prior to the start of the semester.

If you would like help enrolling your students, please feel free to reach out to Tracy Ravn at ravn@ntc.edu

2. Why do students need to provide a social security number?

When students sign up for dual credit, they are becoming college students. NTC uses a social security number to accurately identify our students.

3. What grading scale do I use for my Dual Credit students?

You will use NTC grading scale which can be found in Simple Syllabus for your course. You are free to give students a different grade on their high school transcript based on your high school's grading scale. When you enter NTC grades for each student you will need to adhere to the NTC grading scale.

4. How should my school identify the Dual Credit classes that will be broadcasted to other schools?

Submit a request for approval to Tracy Ravn, she will review the request and either approve or deny the request before the start of the semester.

5. How should my school identify the dual credit classes in our course catalog and high school transcript?

Please use the NTC Course title and description so it is clear to students and parents. Be sure to work with your school counselor to ensure that a current list of dual credit classes is noted in the catalog each year. NTC also provides each high school with our logo if you

wanted to add that to your course description book you may. Dual Credit classes should be identified on your high school transcripts. Many high schools put DC in front of the course name.

6. What if a student needs accommodations while enrolled in a dual credit class?

For any dual credit classes taught at the high schools, special education teachers and school psychologists can determine the student's accommodations based on the student's disability needs. High School students can use their high school accommodations if they have a 504 or IEP plan. They do not have to go through NTC Disability Services.

7. If I will need a long-term sub while teaching a dual credit class, what process needs to take place?

In cases of long-term substitute teaching for dual credit courses, the substitute must meet the same qualifications as the originally assigned high school teacher. This includes a current DPI license in the appropriate content area, as well as meeting with the NTC mentor faculty and Tracy to ensure that approval has been granted by the College and the appropriate paperwork is on file.

8. How do I maintain my Dual Credit certification with NTC, to continue teaching my class from year to year?

Each year you will attend trainings that are offered. Should you move to a new district and wish to teach this same class, a new course request begins with that school. Tracy will connect with administration and counselors over the summer to get the request of dual credit classes that will be offered.

9. Can I develop a new course agreement after the school year has begun?

All agreements for the academic year are closed as of September 1st as district contracts will be processed.

10. What happens when a student earns an unfavorable grade?

If a student receives a D or an F using the NTC grading scale, you will give them a grade of "AU" which stands for Audit. All other grades will be reported to NTC.

11. Should students be taking the dual credit even if they are not planning to attend NTC?

Yes, our credits transfer! If a student chooses to attend a college other than NTC, they can request an NTC transcript evaluation for credit by the college that they plan to attend. The receiving institution will determine if the credits transfer into their academic plan.

12. What are the related costs/expenses for dual credit?

High Schools are responsible for expenses related to the teacher's time and labor required to establish and maintain the agreement, learn the course, teach the course, register, and grade students and for the district's purchase of required textbooks, software and/or materials.

NTC is responsible for the expenses related to the college instructor's time and labor to qualify teachers, identify courses, and provide instructional support. The college also covers the expenses related to NTC K-12 staff to coordinate high school teacher dual credit

certification for each high school teacher for every course, every year; to establish, write and maintain the service agreement, to schedule the NTC high school courses in the NTC Student Information System (SIS).

13. Do I have to use NTC’s Canvas with my high school students?

No, Canvas is the learning management system that NTC uses. If you choose to have your students work through NTC’s Canvas you may. If you want to utilize Canvas as a resource for yourself that is okay too. As long as the students meet 100% of the NTC course competencies it is up to you.

14. Do I have to get new books each year or utilize Cengage?

Please review annually what book you are using with the NTC faculty mentor. They will be able to determine if you need to update your text. K-12 schools are also able to utilize Cengage which is an online textbook for students. However, this is not a requirement. NTC strives to provide affordable resources for the K-12 schools. For more information about Cengage please reach out to your NTC Dual Credit faculty mentor and/or Tracy Ravn.

The cost for Cengage is \$25.00 per student per semester per class. If your entire school is using Cengage for the dual credit classes that offer Cengage then the cost is reduced to \$10.00 per student, per course, per semester. If you will be utilizing Cengage you will be required to submit a form per course per semester. This is shared via email by Tracy Ravn.

15. How can students look to see if their dual credit class transfers into any of NTC’s Programs?

They can visit the NTC website at <https://www.ntc.edu/academics-training/programs/find-by-course>

Logistics and Deadlines:

Month	Activities
July	<ul style="list-style-type: none"> • NTC/Tracy Ravn will review dual credit requests with school officials. • Review the spreadsheet that Tracy Ravn sends out to ensure that your dual credit course is listed and correct, if not please reach out to her.
August	<ul style="list-style-type: none"> • All Dual Credit requests are due August 1. • Attend training sessions. • Connect with your NTC Dual Credit Faculty Mentor to be sure you have the most current course curriculum and course information. • If you will be utilizing Cengage, you will be required to submit a form per course per semester. This is shared via email by Tracy Ravn. • If you are a new teacher meet face-to-face or virtually with your NTC Dual Credit Faculty Mentor.

	<ul style="list-style-type: none"> • Review the spreadsheet that Tracy Ravn sends out to ensure that your dual credit course is listed and correct, if not please reach out to her.
September	<ul style="list-style-type: none"> • Enroll your students into MyNTC for all fall and yearlong courses. • By September 15th complete your NTC course syllabus using Simple Syllabus https://ntc.simplesyllabus.com/. • Connect with your NTC Dual Credit Faculty Mentor for support as needed.
October	<ul style="list-style-type: none"> • Plan a visit to NTC with your class, and expose them to what NTC has to offer, please contact Tracy with help setting up the visit 715-803-1782 or ravn@ntc.edu. • Connect with your NTC Dual Credit Faculty Mentor for support as needed.
November	<ul style="list-style-type: none"> • If a career coach or Tracy has not been to your class to talk about NTC please invite them to come in for a few minutes, we can do this in person or virtually. • Review your course roster to ensure all students are registered in your class, if they are not listed, have them register. • Connect with your NTC Dual Credit Faculty Mentor for support as needed.
December	<ul style="list-style-type: none"> • If you are teaching a Spring course connect with your NTC Dual Credit Faculty Mentor to be sure you have the most current course curriculum and course information. • Review the spreadsheet that Tracy Ravn sends out to ensure that your dual credit course is listed and correct, if not please reach out to her. • If you will be utilizing Cengage, you will be required to submit a form per course per semester. This is shared via email by Tracy Ravn. • Connect with your NTC Dual Credit Faculty Mentor for support as needed.
January	<ul style="list-style-type: none"> • By February 1st, submit all fall semester grades. • Review the spreadsheet that Tracy Ravn sends out to ensure that your dual credit course is listed and correct, if not please reach out to her. • Connect with your NTC Dual Credit Faculty Mentor for support as needed.
February	<ul style="list-style-type: none"> • Enroll your students into MyNTC for all Spring courses.

	<ul style="list-style-type: none"> • By February 15th complete your NTC course syllabus using Simple Syllabus https://ntc.simplesyllabus.com/. • Connect with your NTC Dual Credit Faculty Mentor for support as needed.
March	<ul style="list-style-type: none"> • Plan a visit to NTC with your class, and expose them to what NTC has to offer, please contact Tracy with help setting up the visit at 715-803-1782 or ravn@ntc.edu • Review your course roster to ensure all students are registered in your class if they are not, have them register. • Connect with your NTC Dual Credit Faculty Mentor for support as needed.
April	<ul style="list-style-type: none"> • Connect with your NTC Dual Credit Faculty Mentor for support as needed.
May	<ul style="list-style-type: none"> • Connect with your NTC Dual Credit Faculty Mentor for support as needed.
June	<ul style="list-style-type: none"> • By June 15th submit NTC Dual Credit grades for all year-long and Spring classes.

For questions regarding NTC Dual Credit, please contact Tracy Ravn, Director of K-12 Relations at 715.803.1782, Ravn@ntc.edu