



**Now accepting documents for Fall 2024
Deadline to apply is **May 31, 2024**
Credentialing Requirements and Process**

Thank you for your interest in teaching for El Paso Community College under the Dual Credit and Early College High Schools programs. All EPCC instructors, including DC, ECHS, & P-TECHS faculty, must meet the same credentialing criteria. In order to determine if you can be credentialed, we must have the following documents:

- 1) **APPLICATION.** Please complete an application by logging on to the EPCC Café at <https://www.schooljobs.com/careers/epcc>, preferably, fill out the application under the corresponding discipline's instructor (Part-time) posting. For example, if interested in teaching dual credit biology, select the "Biology Instructor (Part-time)" posting. If the posting for the specific discipline is not listed, click on the "Menu" button, choose "Promotional Jobs" and use the "General Application" link. Please include your **resume** as well. You may upload an **unofficial scanned copy of your transcripts**; this may facilitate our initial review.
- 2) **BIOGRAPHICAL DATA FORM.** This form can be found by following this link: https://www.epcc.edu/Administration/HumanResources/Documents/Biographical_Data_Form.pdf
- 3) **DUAL CREDIT FACULTY NON-EMPLOYEE STATEMENT OF RELEASE.** This form can be found by following this link: https://www.epcc.edu/Academics/DualCredit/Documents/Dual_Credit_Faculty_Non_Employee_Statement_of_Release_Form.pdf

Please include the EPCC course(s) rubric under "Dual Credit Subject Taught." For example, if you are interested in teaching Dual Credit English, enter "ENGL 1301 and ENGL 1302". Do not fill out anything below your signature. The Supervisor Certification refers to the EPCC Instructional Supervisor reviewing your credentials.

- 4) **OFFICIAL TRANSCRIPT.** **Upon review and approval of your unofficial transcript,** you must request official transcripts to be sent directly from your regionally accredited college or university to:
El Paso Community College
Human Resources Department
ATTN: Lucy Rosas/Dual Credit
P.O. Box 20500
El Paso, TX 79998

Please note that we cannot accept transcripts issued to students or mailed to any other office or department at EPCC. **EPCC is now accepting electronic transcripts to credentialing@epcc.edu from institution to our institution only.** Transcripts issued in a language other than English must be translated and evaluated by **approved agencies.** For further information, please email Ms. Lucy Rosas at lrosas5@epcc.edu or call (915) 831-6323.

- 5) **WORK EXPERIENCE.** Aside from the requirements listed above, instructors interested in being credentialed for Career and Technical Education (CTE) courses must document **a minimum of three years of experience exclusive to teaching.** The designated CTE dean will provide additional information.
- 6) **LETTER OF SUPPORT.** Finally, college courses for dual credit require a significant investment on the part of the high school or district. Every student must have their own textbook and online access code, access to student support services, and in the case of CTE courses and science labs, the appropriate facilities, equipment, and supplies needed for the delivery of the course. In order to move forward with the credentialing process, we require a letter of support from your principal **addressed to Dean Tonie Badillo** stating their intention to offer the course(s) at your school and their commitment to providing all the necessary textbooks, materials, equipment and supplies before the beginning of the semester. Until we have such assurance, we will keep your documentation on file for up to three years.

Please email Ms. Carmen Rodriguez at cramir38@epcc.edu or call (915) 831-6429 if you have any questions. Submit your completed packet to the Office of the Dean of Dual Credit & Early College High Schools by emailing a scanned copy to cramir38@epcc.edu

DISCLAIMER: You must submit the complete packet by the deadline to prevent credentialing delays. **Documents submitted will be kept on file for no more than one year.**