Minnesota Department of Education

Office of College and Career Success
1500 Highway 36 West
Roseville, MN 55113-4266

Concurrent Enrollment Aid Application

ED-02456-03

DUE DATE: March 28, 2014

Concurrent Enrollment Program Aid Application and Procedures

Pursuant to Minnesota Statutes, section 124D.091, Concurrent Enrollment Program Aid, districts are eligible to receive aid beginning in fiscal year 2011 if they are offering a concurrent enrollment course according to an agreement under section 124D.09, Subdivision 10 from an eligible postsecondary institution.

The concurrent enrollment courses offered by the district must be accredited by the National Alliance of Concurrent Enrollment Partnerships, in the process of being accredited or shown by clear evidence to be of comparable standard to accredited courses. Please note that technical courses within a recognized career and technical education program of study approved by the commissioner of education and the chancellor of the Minnesota State Colleges and Universities may also be eligible for this aid.

If your high school's concurrent enrollment courses are offered in partnership with the postsecondary institutions listed on page three of this form, you do not need to complete this application.

Only high schools that are partnering with postsecondary institutions NOT accredited by the National Alliance of Concurrent Enrollment Partnership (NACEP) or in the process of becoming accredited must complete this application in order to receive concurrent enrollment aid.

Please mail or submit a scanned version of the application and documents electronically to: Jacqui McKenzie**, Minnesota Department of Education, 1500 Highway 36 West, Roseville, MN 55113 or** Jacqui.mckenzie@state.mn.us**.**

If you have questions on the processing of payments of concurrent enrollment program aid, please contact your business office or Jeanne Krile at the Minnesota Department of Education, 651-582-8637 or Jeanne.krile@state.mn.us.

In order to receive this aid, the completed application and relevant documents must be received by March 28, 2014

Date:	District name and number:	High school name and number:

Partnering Postsecondary Institution:	Forms completed by:

Title:	Email address:	Telephone number:

Please indicate the type of high school/postsecondary partnership below.

_____The courses included in this application are part of a concurrent enrollment program but are offered by a postsecondary institution that has not been accredited by the National Alliance of Concurrent Enrollment Partnerships (NACEP) and is not in the process acquiring NACEP accreditation.

If this selection reflects the high school/postsecondary partnership, please submit the following required documentation:

1. A copy of the contract between the high school and postsecondary institution that includes a list of all concurrent courses offered.
2. A Signed Statement of Assurances to ensure the comparable quality of these courses.

Career and Technical Education

_____The technical courses included in this application are part of a concurrent enrollment program within a recognized career and technical education program of study approved by the commissioner of education and the chancellor of the Minnesota State Colleges and Universities.

I hereby certify by my signature that I have thoroughly reviewed the enclosed information and have submitted the appropriate documentation required as part of the application process for Concurrent Enrolment Program Aid and that the data contained in the attached report is true, accurate, and timely, for the 2013-2014 school year. By my signature below, I certify that information provided accurately describes the status of the concurrent enrollment courses being offered at our school(s).

Superintendent's Signature:	**Date:**

Superintendent's Name (printed):

Postsecondary Concurrent Enrollment Administrator's or Dean's Signature:	**Date:**

Administrator's name (printed):

This Statement of Assurance includes statutory requirements under the Postsecondary Enrollment Options Act (Minnesota Statute, section 124D.09) and Concurrent Enrollment Program (Minnesota Statute, section 124D.091) and reflects the current quality standards of concurrent enrollment programming as defined by NACEP.

NOTE: This section does not have to be completed for Career and Technical Education Program applications.

The applicant and the partnering postsecondary institution assure the Minnesota Department of Education:

1. The postsecondary institution does not receive reimbursement from the state for this course.
2. The courses are not developmental or remedial or any other course that is not college level.
3. Courses administered that are college/university catalogued courses with the same departmental designations, course descriptions, numbers, titles, and credits.
4. College/university courses administered through concurrent enrollment reflect the pedagogical, theoretical and philosophical orientation of the sponsoring college/university departments.
5. If the course is taught by a high school teacher, the postsecondary faculty participates in site visits or virtual contact throughout the school year.
6. The high school teachers, or postsecondary faculty administering these courses, are approved by the respective college/university departments and meet academic department requirements for teaching the college/university course.
7. The college/university provides new concurrent enrollment instructors with discipline-specific training and orientation regarding, but not limited to, course curriculum, assessment criteria, pedagogy, course philosophy and administrative responsibilities and procedures prior to the instructor teaching the course.
8. If the course is taught by a high school teacher, the partnering postsecondary institution provides annual discipline-specific professional development activities and ongoing collegial interaction to address course content, course delivery, assessment, evaluation, and/or research in the development in the field.
9. The partnering postsecondary institution and the high school administrations have procedures in place to address instructor non-compliance with the college/university's expectations for courses offered through the CEP (for example, non-participation in CEP training and/or activities).
10. The college/university officially registers or admits concurrently enrolled students as degree-seeking, non-degree seeking, or non-matriculated students of the college/university and records courses administered on official college/university transcripts.
11. The partnering postsecondary institution ensures its students meet the course prerequisites of the college/university.
12. The partnering postsecondary institution provides students and schools with a comprehensive publication that outlines rights and responsibilities of enrolled college/university students.
13. Concurrent enrollment students are held to the same standards of achievement as those expected of students in on campus sections.
14. The college/university ensures that concurrently enrolled students are held to the same grading standards as those expected of students in on campus sections.
15. Concurrent enrollment students are assessed using the same methods (e.g. papers, portfolios, quizzes, labs, etc.) as students in on campus sections.
16. The concurrent enrollment program conducts end-of-term student university/college course evaluations for each course section offered through by the program.

STATEMENT OF UNDERSTANDING/ASSURANCE VERIFICATION

Furthermore, I hereby certify by my signature below on this form that the concurrent enrollment courses included in this application are comparable in quality and standards to NACEP accredited programs. The District is in compliance for the 2013-2014 school year (July 1, 2013 – June 30, 2014) with each of the statutory provisions and/or requirements for school districts identified as relevant to concurrent enrollment under the Minnesota Department of Education.

Superintendent's Signature:	**Date:**
Superintendent's Name (printed):	
Postsecondary Concurrent Enrollment Administrator's or Dean's Signature:	**Date:**
Administrator's name (printed):	

2012 Minnesota Statutes

124D.091 Concurrent Enrollment Program Aid

Subdivision 1. **Accreditation**. To establish a uniform standard by which concurrent enrollment courses and professional development activities may be measured, postsecondary institutions are encouraged to apply for accreditation by the National Alliance of Concurrent Enrollment Partnership.

Subdivision 2. **Eligibility**. A district that offers a concurrent enrollment course according to an agreement under section 124D.09, Subdivision 10, is eligible to receive aid for the costs of providing postsecondary courses at the high school. Beginning in fiscal year 2011, districts only are eligible for aid if the college or university concurrent enrollment courses offered by the district are accredited by the National Alliance of Concurrent Enrollment Partnership, in the process of being accredited, or are shown by clear evidence to be of comparable standard to accredited courses, or are technical courses within a recognized career and technical education program of study approved by the commissioner of education and the chancellor of the Minnesota State Colleges and Universities.

Subdivision 3. **Aid**. An eligible district shall receive $150 per pupil enrolled in a concurrent enrollment course. The money must be used to defray the cost of delivering the course at the high school. The commissioner shall establish application procedures and deadlines for receipt of aid payments.

NACEP Accredited Postsecondary Institutions Minnesota 2014

NACEP Accredited:

Central Lakes Community College
Mesabi Range Community and Technical College
Minnesota State College – Southeast Technical
Minnesota State University – Mankato
Northland Community and Technical College
Ridgewater College
Riverland Community College
Southwest Minnesota State University
St. Cloud State University
University of Minnesota – Crookston
University of Minnesota – Duluth
University of Minnesota – Twin Cities

In the Process of Accreditation

Minnesota West Community and Technical College
Normandale Community College