



College Credit Plus Program Instructor Application

All high school faculty interested in teaching in the Franklin and Urbana Universities' College Credit Plus program must submit this completed and signed application and include an up-to-date resume, a reference letter from your superintendent or principal, and official transcripts for all completed degrees and post-graduate courses, as well as copies of certifications received, and copies of completed continuing education courses.

When requesting transcripts, please ask the conferring institution to send them directly to the Coordinator of the College Credit Plus program at the address listed below.

Please note: Your application will not be reviewed until we have received *all* necessary documentation. Applicants will be notified of the status of their application no later than two weeks after it is received by the University. Please make sure to reference the Instructor Application Checklist below to avoid delay and disqualification. Please submit this application and all supplemental materials to:

Franklin University, Attn: Jessica Jones, 201 S Grant Ave, Columbus, OH 43215

OR

Urbana University, Attn: Julie Markin, 579 College Way, Urbana, OH 43078

If you have any questions about this application, please do not hesitate to contact the College Credit Plus Department at ccplus@franklin.edu or ccplus@urbana.edu.

Instructor Information

Full name: _____
Last *First* *M.I.*

Home Address: _____
Street Address *Apartment/Unit No.*

City *State* *ZIP Code*

Home Phone: _____
Home E-Mail: _____
School E-Mail: _____
Date of Birth: _____

Preferred E-Mail? Yes No
Preferred E-Mail? Yes No

Teaching Information

Name of School District: _____
Name of School: _____
Address: _____
Street Address

City *State* *ZIP Code*
Total Years Teaching: _____ Licensed Teaching Areas(s): _____

Instructor Information

Degree Conferred (e.g. Master of Science): _____
Major(s): _____ Minor(s): _____
Degree Conferral Date or Expected Graduation Date (Mo/Yr): _____/_____
College/University Name: _____

City *State*

Degree Conferred (e.g. Master of Science): _____
Major(s): _____ Minor(s): _____
Degree Conferral Date or Expected Graduation Date (Mo/Yr): _____/_____
College/University Name: _____

City *State*

Degree Conferred (e.g. Master of Science): _____
Major(s): _____ Minor(s): _____
Degree Conferral Date or Expected Graduation Date (Mo/Yr): _____/_____
College/University Name: _____

City *State*

Degree Conferred (e.g. Master of Science): _____
Major(s): _____ Minor(s): _____
Degree Conferral Date or Expected Graduation Date (Mo/Yr): _____/_____
College/University Name: _____

City *State*

Content Area(s) to Instruct

Please indicate the content area(s) in which you are qualified and/or interested in teaching with an "X" below:

- | | | |
|---|--|--|
| <input type="checkbox"/> Anthropology | <input type="checkbox"/> Education | <input type="checkbox"/> Philosophy |
| <input type="checkbox"/> Biology | <input type="checkbox"/> English/Literature | <input type="checkbox"/> Physics |
| <input type="checkbox"/> Business | <input type="checkbox"/> Environmental Science | <input type="checkbox"/> Psychology |
| <input type="checkbox"/> Chemistry | <input type="checkbox"/> Exercise Science | <input type="checkbox"/> Religion |
| <input type="checkbox"/> Communication | <input type="checkbox"/> Finance | <input type="checkbox"/> Special Education |
| <input type="checkbox"/> Computer Science | <input type="checkbox"/> Health | <input type="checkbox"/> Sociology |
| <input type="checkbox"/> Criminal Justice | <input type="checkbox"/> Math | <input type="checkbox"/> Sports Management |
| <input type="checkbox"/> Economics | <input type="checkbox"/> Management | |

Application Checklist

Please ensure that you have attached the following materials with your application:

- Current resume
- Letter of recommendation from your superintendent or principal
- Official transcripts for all completed degrees and any post-graduate coursework (if applicable)
- Copies of any completed certificate programs, licensure, or continuing education courses

**As College Credit Plus (CCP) courses count for dual credit at the University, it is a requirement that CCP instructors meet the same qualifications as any other faculty member teaching a comparable course on the University campus. In the absence of meeting comparable qualifications, the University does provide a unique opportunity for CCP instructors to continue to teach courses for dual credit so long as they provided documentation and remain to date with taking the necessary graduate credit hours to meet the standard qualifications necessary.*

Applicant and Superintendent or Principal Signatures

Applicant Signature

Date

Superintendent or Principal Signature

Date



Instructor Application Checklist

Online Application

www.urbana.edu/admissions/college-credit-plus/high-school-teachers

Please submit the following items to ccplus@franklin.edu or ccplus@urbana.edu:

CV/Resume

Certificate(s)

Licensure(s)

Letter of Recommendation from Superintendent or Principal

Please request the following items to be sent to: ccplus@franklin.edu or ccplus@urbana.edu

Official Associate's Transcript (if applicable)

Official Bachelor's Transcript

Official Master's Transcript

Official Doctoral Transcript (if applicable)

Any additional non-degree seeking transcripts (if applicable)