


Dual Credit 101

May 14, 2024



Agenda

- Welcome!
 - Introductions
 - Dual Credit 101
 - Round Table
 - Q&A
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Introductions

- Dave McCann - Alberta Education
- Rozlynn Wick - Southern Alberta Institute of Technology (SAIT)
- Monica Edwards - High Prairie School Division
- Jodi Peat - Calgary Board of Education



Introductions



Jodi Peat is an Education Specialist for Unique Pathways with the Calgary Board of Education. Jodi holds a Masters of Science degree, and started with the CBE teaching Junior/Middle School Math and Science 14 years ago. However, working with Unique Pathways for the past 3 years has been the jolt she didn't know she needed. Through this work, she collaborates with post-secondary, community and industry partners in order to offer CBE high school students diverse, hands-on, and relevant programs and experiences in multiple career pathways. She is passionate about students connecting with their own areas of interest, finding their "why", finishing high school their way, and being supported in the transition to their future. Jodi enjoys going for walks with her family and documenting every second of her young daughters life.



Monica Edwards is the Career Coach Lead with the High Prairie School Division. She has worked in this program since its inception 10 years ago. Monica holds a Bachelor of Management degree from Athabasca University and a Bilingual Business Administration diploma from NAIT. She is a Certified Career Development Professional (CCDP), and is the co-chair of Alberta's Dual Credit Articulation Committee, representing secondary schools. Her passion for creating opportunities for students in rural Alberta to engage in meaningful career exploration has driven Monica's work over the past decade. Outside of schools, Monica enjoys outdoor activities with her husband and two children.

Introductions



Rozlynn Wick is the Manager for Strategic Youth Initiatives at the Southern Alberta Institute of Technology in Calgary, Alberta. She has worked at SAIT for the past 12 years. Rozlynn holds a Master's degree in education as well as a professional project management designation (PMP). She recently embarked upon pursuing her Doctor of Education degree (only three more years to go). She is also the current co-chair representing post-secondary for Alberta's provincial dual credit articulation committee. Rozlynn is passionate about providing programs for youth that support them in finding their path and believes that all youth are capable learners – they sometimes just need help finding their “spark”. Rozlynn is an avid runner and enjoys spending time with her husband, dog, and young son.

Dave McCann

10 Years of Dual Credit in Alberta



Trades and Power Engineering with High Prairie School Division & Northern Lakes College



SAIT Culinary Arts



What is Dual Credit?

Programming authorized and funded by Alberta Education in which grade 10, 11, or 12 students can earn both high school credits and credits that count toward a post-secondary certificate, diploma, or degree, including a journeyperson certificate. - *Dual Credit Framework*

- Dual Credit programming can have many different looks...
 - Single course or a pathway consisting of a selection of courses
 - Single Enrolled or Dual Enrolled
 - Partnership with another school authority, a post-secondary institution, and/or industry
 - Provincial Dual Credit Pathway or Local Dual Credit Pathway
 - Face-to-face, online, blended
 - Synchronous or asynchronous

What Purpose
does Dual
Credit Serve?


Student
success is the
goal in all that
we design

Allows students in Grades 10-12 to:

- Explore career pathways to be more sure of what career they want to pursue. This adds relevance, purpose and personalization to learning.
- Improves high school achievement and completion.
- Experience a post-secondary learning environment and learn about ongoing opportunities. An opportunity to “test-drive” college and create comfort with the next step.
- Build confidence and develop skills for successful post- secondary transition.

Where Do We Start?



- School Authority Support
 - Alberta Education (EDC Dual Credit Team) & ACAT Dual Credit Articulation Committee Website
 - Partnerships and Stakeholder Engagement
 - Memorandum of Understanding
 - Key Considerations for a Successful Partnership
 - Program Design & Delivery
 - Applying for a NEW Course Code
 - Applying for a EXISTING Course Code
 - Funding for Dual Credit
 - Supporting Student Success: This occurs by design
- 

School Authority Support

Each school authority must determine the level to which they want to engage in dual credit programming.

“Enhancing dual credit grant programs to make more funding available for new dual credit programming and equipment.” - *Minister of Education Mandate Letter 2023*

[Alberta Education Mandate Letter 2023](#)

[Advanced Education Mandate Letter 2023](#)

[Ministerial Order - Student Learning 2024](#)



Alberta Education EDC Dual Credit Team

Alberta Dual Credit Framework



- [Website](#)
- [Contacts](#)

edc.dct@gov.ab.ca

Dual credit

School authorities can find out how to plan, program and fund new dual credit learning opportunities for high school students.


> [Start-up funding for school authorities](#)

> [Apply for course codes](#)

> [Planning and programming](#)

> [Enhancement funding for school authorities](#)

Important Key Practices as set by Alberta Education

- Students do not pay tuition
 - Students must be carefully supervised and coached for success by an assigned teacher
 - Dual Credit requires K-12 school authorities approaching a post-secondary to plan an opportunity and an MOU partnership agreement must be in place
 - Approval for use of dual credit course codes must be in place
 - Processes for student success need to be in place by both K-12 and the PSI's with collaboration on both
- 

Dual Credit Offerings


Single Enrolled: typically instructed by an Alberta certified teacher, who has the credentials to teach the course. Single enrolled courses are generally CTS Apprenticeship Pathways that are taught by an Alberta certified teacher who is also a journeyman in their respective trade.

Dual Enrolled: instructed and/or supervised by both a post-secondary instructor and an Alberta certified teacher.



Establishing Formal Partnerships

Strong partnerships can enhance the student experience in a dual credit opportunity. Formal partnerships can be established between school authorities, post-secondary institutions, and/or industry.

- When a school authority is working with a post-secondary institution, a formal dual credit partnership agreement or a memorandum of understanding must be established.
 - When school authorities work with any other partners, they may choose to establish a form dual credit partnership agreement or a memorandum of understanding.
 - Partnership agreements or MOU's should outline each partner's roles and responsibilities.
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Applying for a NEW Course Code

1. Contact the EDC team to work with them through the process
2. Ensure the new dual credit course aligns with the criteria in the:
 - a. Alberta Dual Credit Framework
 - b. Dual Credit Implementation Guide
3. Requirements
 - a. Does not replace an existing diploma equivalent course or CTS program
 - b. Aligns with student interests and needs
 - c. Is connected to a local or provincial labour market need
 - d. Has received school authority approval
 - e. Will not begin before the authorized start-date
4. Complete the application
 - a. One application should be used for multiple courses within the same dual credit programming area
 - b. When in partnerships with other school authorities, the lead authority will submit the application package

All personal information, including business contact information, is collected under the authority of section 33(c) of the Freedom of Information and Protection of Privacy Act (RSA 2000, C. F-25). This information will be used in the administration of the Alberta Dual Credit Framework, including determining eligibility for start-up funding and responding to requests for dual credit course codes. It is protected by the privacy provisions of the Act. If you have any questions about the collection or use of this information, please contact Alberta Education, Cheryl Provala, Director, Social Studies and Career Pathways, 8th floor, 10144 - 118th Street, 44 Capital Boulevard, Edmonton AB T5J 5E6, by email cheryl.provala@gov.ab.ca, or by telephone 780-422-3282 (dial 310-0000 to be connected toll free from outside the Edmonton area).

DI notes:

- Starting in the 2017/2018 school year, a school authority can apply to Alberta Education for dual credit course codes for courses that meet the Ministry's criteria, as outlined in the [Alberta Dual Credit Framework \(E\)](#) and the [Dual Credit Implementation Guide \(E\)](#).
- One application form can be used by school authorities that wish to work in partnership with other school authorities.
- One application form can be used to apply for multiple course codes within the same program area.

Please confirm that this:

- Applicant(s) is familiar with the Alberta Dual Credit Framework and the Dual Credit Implementation Guide.
- Proposed dual credit course(s) aligns with Alberta Education's description of dual credit and is not a continuing education course/program or a high school upgrading course.
- Proposed dual credit course(s) does not replace a diploma equivalent course(s) or a provincial Career and Technology Studies (CTS) dual credit course(s), either in English or in French.
- A formal partnership agreement between the school authority(ies) and the post-secondary partner(s) is attached to this application.
- Proposed dual credit program has received approval at the school district level approval.
- Proposed dual credit program is connected to local/provincial labour market need.
- Proposed dual credit program is aligned with student interest/need.

Section A: Applicant Information

Lead School Authority			
Name of Lead School Authority			Zone
Chinook's Edge School Division			Zone 4
Address	City/Town	Province	Postal Code
8904 50th Street		AB	T4G 1W4
School Authority Contact Name		Contact Email	Phone
Jackie Taylor		taylor@cesd73.ca	403-350-5922
Extension			
Partnering School Authority (if applicable; list all that apply)			
Name of Partnering School Authority			Zone
36 additional partnering school authorities-see attached contact information			Select One -

Deadlines for Dual Credit course code applications:

- Summer School and semester 1 courses: May 1
- Semester 2 courses: November 1

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Of note:

- Starting in the 2017/2018 school year, a school authority can apply to Alberta Education for dual credit course codes for courses that meet the Ministry's criteria, as outlined in the [Alberta Dual Credit Framework \(Fr\)](#) and the [Dual Credit Implementation Guide \(Fr\)](#).
- One application form can be used by school authorities that wish to work in partnership with other school authorities.
- One application form can be used to apply for multiple course codes within the same program area.

Please confirm that the:

- Applicant(s) is familiar with the *Alberta Dual Credit Framework* and the *Dual Credit Implementation Guide*.
- Proposed dual credit course(s) aligns with [Alberta Education's description of dual credit](#) and is not a continuing education course/program or a high school upgrading course.
- Proposed dual credit course(s) does not replace a [diploma equivalent course\(s\)](#) or a provincial [Career and Technology Studies \(CTS\)](#) dual credit course(s), either in English or in French.
- A formal partnership agreement between the school authority(ies) and the post-secondary partner(s) is attached to this application.
- Proposed dual credit program has received approval at the school district level approval.
- Proposed dual credit program is connected to local/provincial labour market need.
- Proposed dual credit program is aligned with student interest/need.

Section A: Applicant Information


Lead School Authority

Name of Lead School Authority Chinook's Edge School Division		Zone Zone 4	
Address 4904 50th Street	City/Town 	Province AB	Postal Code T4G 1W4
School Authority Contact Name Jackie Taylor	Contact Email taylor@cesd73.ca	Phone 403-350-5922	Extension


Partnering School Authority (if applicable; list all that apply)

Name of Partnering School Authority 36 additional partnering school authorities-see attached contact information	Zone - Select One -
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Applying for a NEW PSI Course Code...continued

- If applying for a dual enrolled dual credit offering with a post-secondary institution, you will need to provide any course outlines/learning outcomes along with course code application form.
 - Be sure to notify partners if a course code is issued.
 - PSI course code will be the course code number that appears on student's high school transcript and will indicate their participation in the dual enrolled dual credit offering.
 - Will also indicate number of high school credits that a course(s) will be issued at.
- 

Applying for permission to use an existing PSI Course Code

- Many PSI codes already are approved by AB Education for use across multiple post-secondary institutions.
 - For any school authority to use an already existing PSI code, you still must receive permission from AB Education
 - Contact the EDC team for support
 - You will need to know who the original school authority is for the PSI Code and ask for their permission.
 - You will need to complete the appropriate form with AB Education, include the original school authority, and formally make the request to use the PSI code
 - AB Education will provide you with a formal letter providing the permission that you need to use the PSI code.
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Provincial Dual Credit Pathways

→ Developed by Alberta Education to align with post-secondary curriculum and/or industry standards

Examples: 4th Class Power Engineer, Health Care Aide, Apprenticeship

Health Care Aide (HCA) Mapping

The HCA pathway prepares learners for certification as unregulated care providers to work in a variety of care settings including, but not restricted to, continuing care (i.e., home, facility, and supportive), community living, stable acute care, and mental health programs. This pathway can only be offered through a partnership (i.e., a memorandum of understanding) with a post-secondary institution that has received licensing from Alberta Health for use of the Government of Alberta HCA Provincial Curriculum.

Instruction of these courses must come from an individual with a minimum qualification of a licensed practical nurse (LPN).

The Government of Alberta HCA competency profile can be accessed at [Alberta Health Care Aide competency profile](#).

English Requirements

High school students enrolled in HCA must complete, prior to writing the provincial HCA examination, the following:

- English Language Arts 20-1 or 20-2, with a minimum mark of 60%, or Canadian jurisdiction equivalent or
- English Language Arts 30-1 or 30-2, with a minimum mark of 55%, or Canadian jurisdiction equivalent

Length of Delivery

The Government of Alberta HCA Provincial Curriculum is designed to be offered as an eight (8)-month program run over two (2) terms. Many post-secondary institutions also offer other programs tailored to student choice, such as part-time and distance delivery. A dual credit HCA program may be offered with an alternate delivery schedule.

HCA Graduation Requirements

HCA students must achieve a minimum final grade of 70% in each course and pass the provincial HCA examination to graduate from the HCA program and receive the Government of Alberta HCA Provincial Curriculum Certificate.

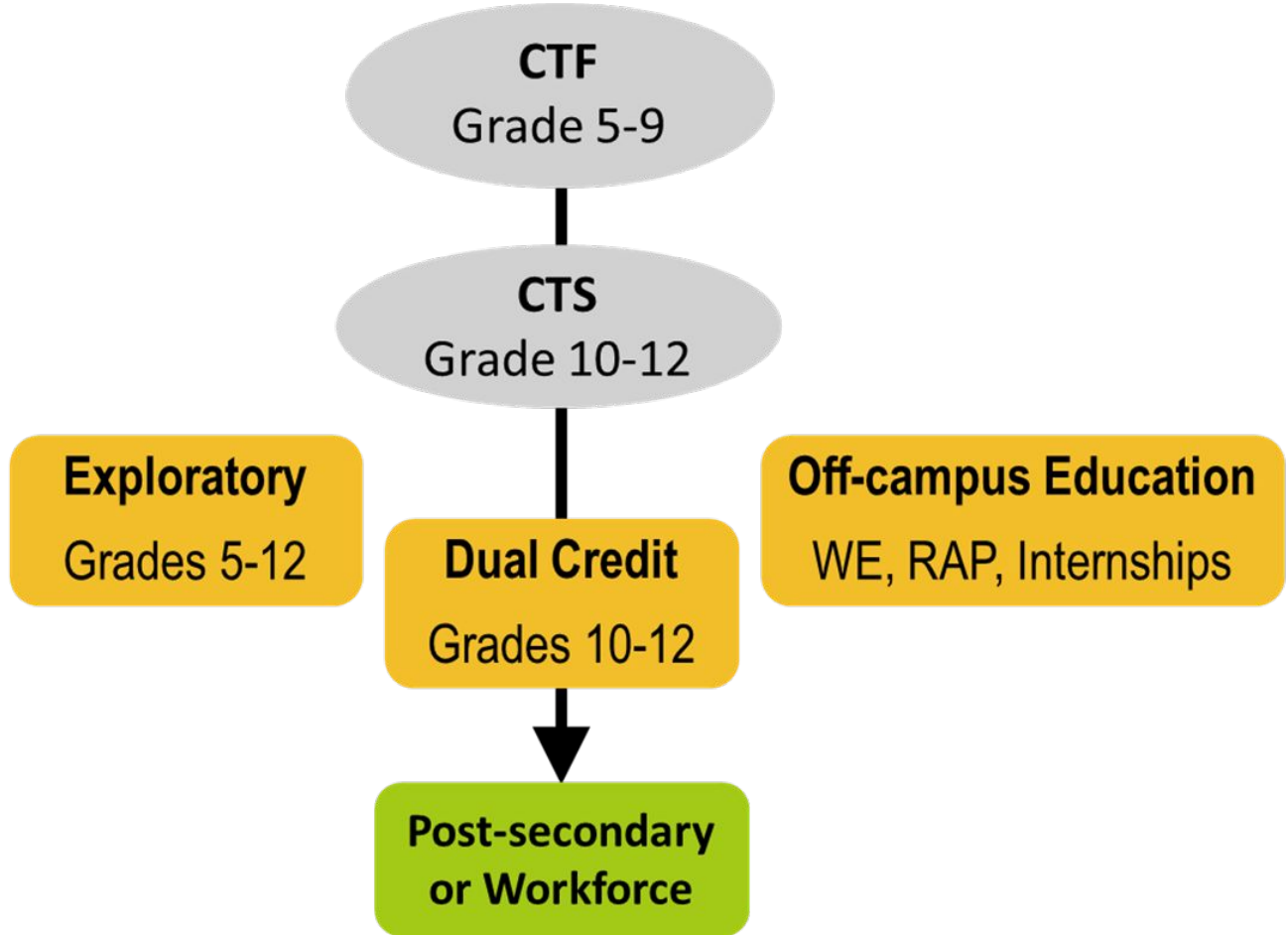
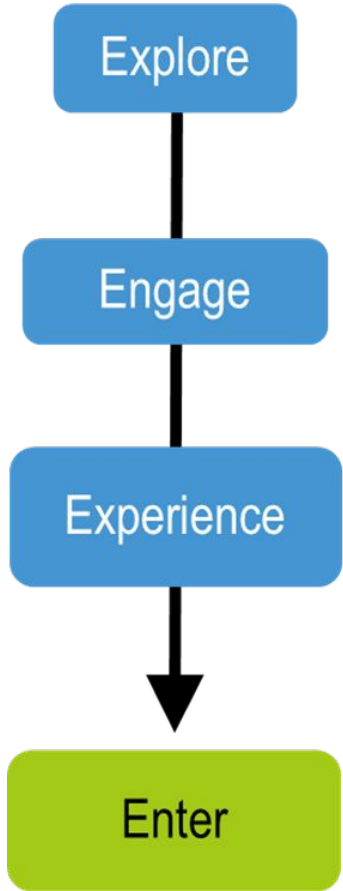
Delivery Method

The primary delivery method for the following courses must be off-campus.

- HCA3421: Clinical Placement 1

Program Pathways





Local Career Pathways

- Developed by School Divisions, Post-secondary Institutions and Industry and Community partners to meet student needs and align with local and provincial labour market needs
- Dual Credit is a piece of the puzzle

Examples: Health Sciences, Skilled Trades, Technology, Animal Sciences, etc.



AGRICULTURE

Exploratory Learning Days

Green Certificate

Introductory Agriculture Course

Agriculture Dual Credit Courses

Ag Business, Agronomy and Animal Science Diploma; Bachelor of Ag Science, Ag Tech and Design Thinking in Ag

HEALTHCARE

Exploratory Learning Days

Foundations in Emergency Care

Healthcare Dual Credit Courses/ Programs

Anatomy & Physiology; Medical Terminology; Healthcare Aid (3 clinical placements); Healthcare Career Essentials; Medical Office Assistant, Infection Prevention & Control

ENVIRONMENTAL SCIENCE

Exploratory Learning Days

Environmental Science Dual Credit Courses

Botany; Ecology; Geology; Spatial Information; Innovation & Disruption in Water Systems; Data Collection and Technology, Zoology

SKILLED TRADES

STEM Project Activity

Honour the Work

Exploratory Industry Programming and Credentials

Skills Canada Competition

Skilled Trades Dual Credit Courses/ Programs

Intro to Trades; Pre-Employment Autobody, Auto Service Tech, Carpentry, Pipe Trades, RV Tech, Welding

TECHNOLOGY

Classroom Robotics and STEAM Activities

Tech Talks and Industry Nights

Exploratory Programming Digital Youth

Technology Dual Credit Courses/ Programs

Software Development, Web Design, Intro to Hardware, Intro to Networks, UX/UI

Off-campus Education (Work Experience, RAP, Internships)

Skilled Trades Sally



- Grew up in a “handy” household, but wasn’t sure which trade would be the best fit
- Took Exploratory Electrical programming with TEPF in Grade 11
- Completed an Construction Internship through CAREERS in the Summer between Grade 11 and Grade 12
- Enrolled in the new Pre-Employment RV Tech Dual Credit program in her Grade 12 year, as she liked the variety of trades represented

SKILLED TRADES

STEM Project Classroom Activity

Exploratory
Industry Programming and Credentials

Skills Canada Competition

Skilled Trades Dual Credit Courses/ Programs

Intro to Trades; Pre-Employment Autobody, Auto Service Tech, Carpentry, Pipe Trades, RV Tech, Welding

BUSINESS

Exploratory Learning Days

CTS Programming

Exploratory Junior Achievement

Business Dual Credit Courses

Business Management/Fundamentals/Sustainability/Communications/Computers, Accounting, Entrepreneurship

ENERGY

Exploratory Learning Days

Fieldtrips & Mentorship

Energy Dual Credit Courses/ Programs

Basic Energy Principles, Engineering Math, 4th Class Power Engineering, Non-Destructive Testing

HUMAN SERVICES

CTF & CTS Programming

Exploratory Hairstyling & Esthetics, Culinary, Recreational Leadership

Human Services Dual Credit Courses/ Programs

Culinary & Hospitality, Sports Management, Kinesiology, Psychology, Science of Health & Wellness, Justice Studies

UNIVERSITY PREP

CTS Programming & LDCs

Post-Secondary Fairs & Camps

University Prep Dual Credit Courses/ Programs

Writing 1000, Sociology, Computer Science, Calculus, English, Psychology, Study Skills

Off-campus Education (Work Experience, RAP, Internships)

Barbering Business Bishar



- Took Cosmo at home high school
- Worked as an apprentice at a local shop in summers
- Was asked to support website and bringing customers in
- Dual Credit Comp Sci supported basic coding needs
- Dual Credit Business Management supported entrepreneurial aspect of future goals

**HUMAN
SERVICES**

**CTF & CTS
Programming**

**UNIVERSITY
PREP**


**University Prep
Dual Credit
Courses/
Programs**

BUSINESS

**Business Dual
Credit Courses
Business**

Career Pathways vs. Dual Credit Pathways

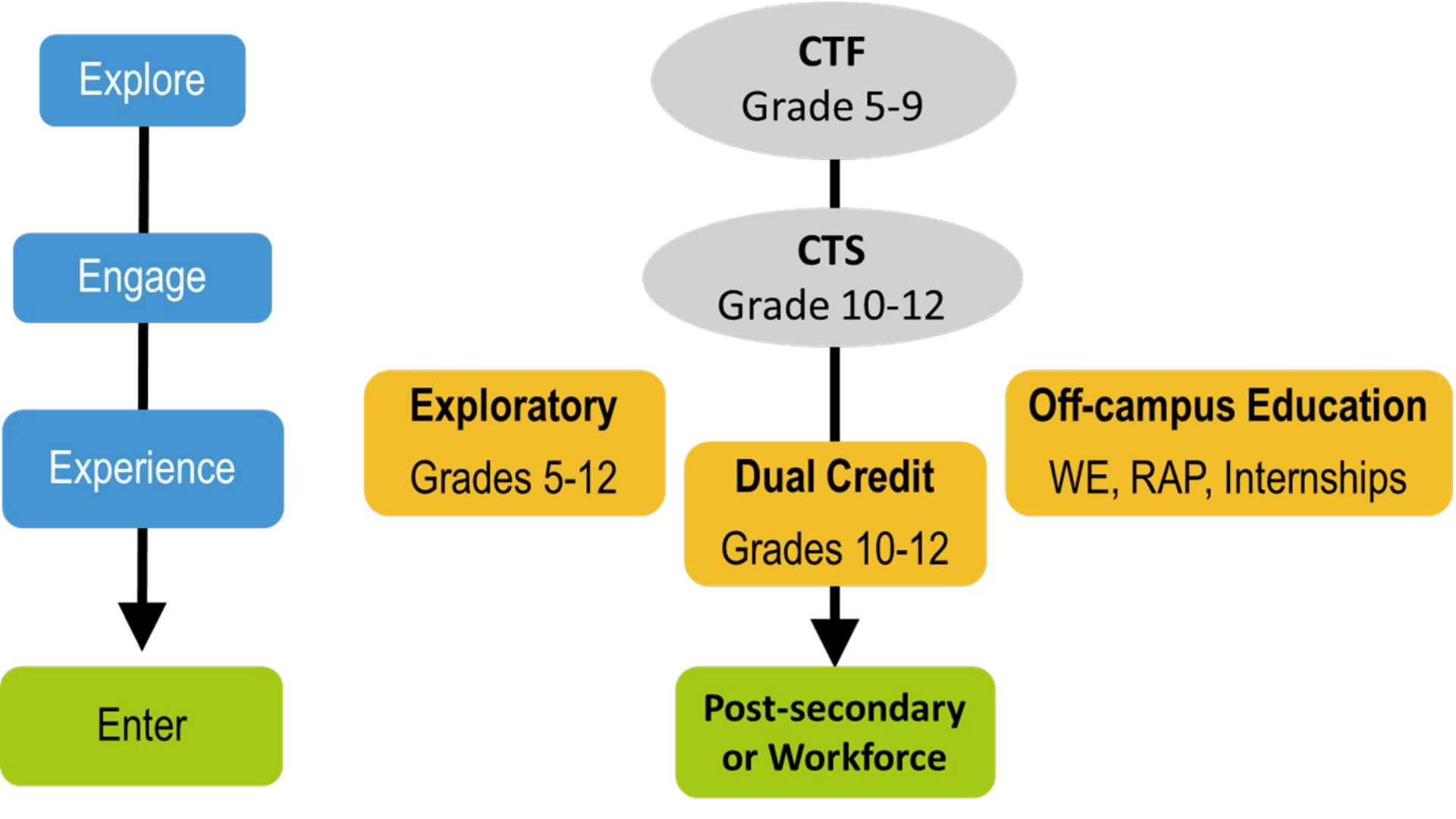
- A **Career Pathway** includes multiple types of program offerings and experiences
 - ◆ CTF and CTS programming, other classroom experiences
 - ◆ Try-a-trade, field trip experiences, mentors and guest speakers
 - ◆ Exploratory programming
 - ◆ Dual credit programming
 - ◆ Off-campus Education (WE, Internships and RAP)

 - A **Dual Credit pathway** may consist of a single course, or a selection or bundle of courses in an area of interest:
 - ◆ Business Management (single course)
 - ◆ Veterinary Technical Assistant (five course certification bundle)
 - ◆ Pre-Employment Programs (1st period learning)
- 

Dual Credit Delivery Models

- Creative models of program delivery, allows increased access to opportunities for students across the province. Single courses and full pathways are being delivered through:
 - ◆ Online Distance Delivery (online synchronous or asynchronous)
 - ◆ Face to Face
 - ◆ Blended
 - Online synchronous and asynchronous
 - In person and online





Explore

Engage

Experience

Enter

CTF
Grade 5-9

CTS
Grade 10-12

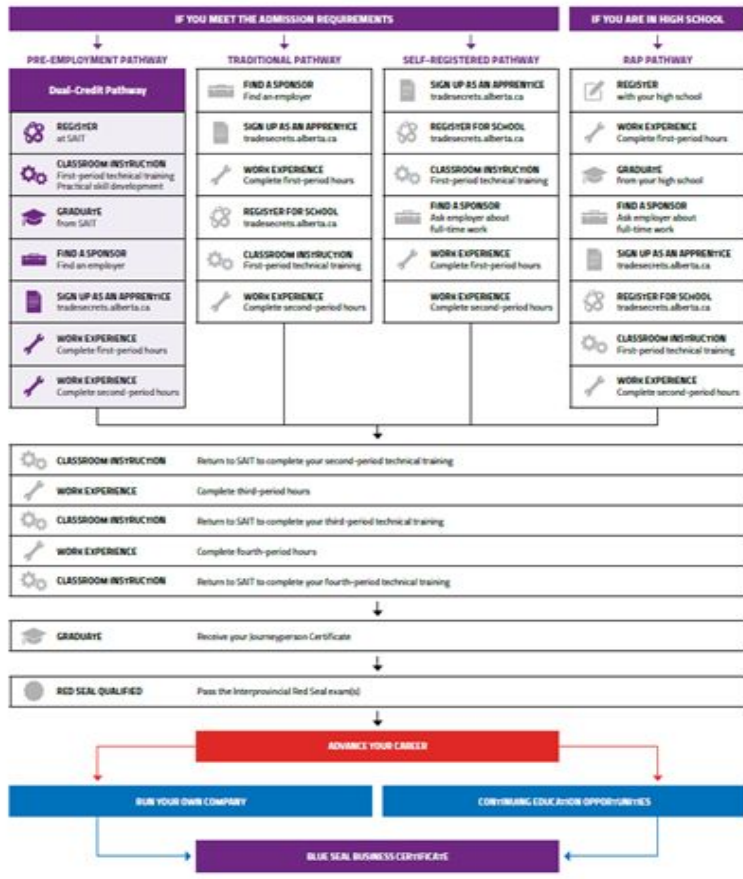
Exploratory
Grades 5-12

Dual Credit
Grades 10-12

**Post-secondary
or Workforce**

Off-campus Education
WE, RAP, Internships

TRADES PATHWAY DUAL-CREDIT OPTION



IT'S TIME TO LEARN A BETTER WAY. THE SAIT WAY.

APPRENTICESHIPS AND TRADES

SAIT is renowned for providing a first-class education in a variety of trades. Classes combine the formal instruction and hands-on apprenticeship education needed, to start working towards becoming a qualified journeyman in any one of more than 30 trades.

Whether you're a registered apprentice or looking to become one, we have the program for you.

WHY CHOOSE SAIT FOR APPRENTICESHIP TRAINING?

Whether you're at SAIT for pre-apprenticeship training or are immersed in the apprenticeship system, SAIT is renowned for providing high-caliber trades education in more than 30 different trades. Classes combine formal classroom instruction with hands-on apprenticeship education in our state-of-the-art shops. The SAIT experience will train you to be ready for success by graduation, as you become a qualified journeyman in your trade.

Our apprentice students experience success largely due to:

- our industry relationships, allowing opportunities in our pre-apprenticeship programs for job-shadowing, internships, and mentoring programs.
- three state-of-the-art campuses that include the tools and equipment needed to put learned skills into practice.
- a 1:13 instructor-to-student ratio in the shop with class sizes varying between 24-30 students in theory classrooms.
- student-first mentality means that mentoring, student support, and resources are readily available.
- our student-first mentality means that mentoring, student support, and resources are readily available.
- opportunities for students to participate in competitions like Skills Alberta (trade and technology) and culinary challenges around the world.

DISCOVER OUR PROGRAMMING

SAIT offers many opportunities to discover our programming:

- Open House
- Info Sessions
- Student for a Day
- Campus Tours

CONNECT WITH US

Dual-Credit: dual.credit@sait.ca

School of Construction (Carpentry and Pipe Trades):
construction.info@sait.ca

School of Manufacturing and Automation (Welding):
ma.info@sait.ca

School of Transportation (RV Tech and Autobody):
transportation.info@sait.ca



TRADES PATHWAY

DUAL-CREDIT OPTION

IF YOU MEET THE ADMISSION REQUIREMENTS

PRE-EMPLOYMENT PATHWAY

Dual-Credit Pathway



REGISTER
at SAIT



CLASSROOM INSTRUCTION
First-period technical training
Practical skill development



GRADUATE
from SAIT



FIND A SPONSOR
Find an employer



SIGN UP AS AN APPRENTICE
tradesecrets.alberta.ca



WORK EXPERIENCE
Complete first-period hours

TRADITIONAL PATHWAY



FIND A SPONSOR
Find an employer



SIGN UP AS AN APPRENTICE
tradesecrets.alberta.ca



WORK EXPERIENCE
Complete first-period hours



REGISTER FOR SCHOOL
tradesecrets.alberta.ca



CLASSROOM INSTRUCTION
First-period technical training



WORK EXPERIENCE
Complete second-period hours

SELF-REGISTERED PATHWAY



SIGN UP AS AN APPRENTICE
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REGISTER FOR SCHOOL
tradesecrets.alberta.ca



CLASSROOM INSTRUCTION
First-period technical training



FIND A SPONSOR
Ask employer about
full-time work



WORK EXPERIENCE
Complete first-period hours

WORK EXPERIENCE
Complete second-period hours

IF YOU ARE IN HIGH SCHOOL

RAP PATHWAY



REGISTER
with your high school



WORK EXPERIENCE
Complete first-period hours



GRADUATE
from your high school



FIND A SPONSOR
Ask employer about
full-time work



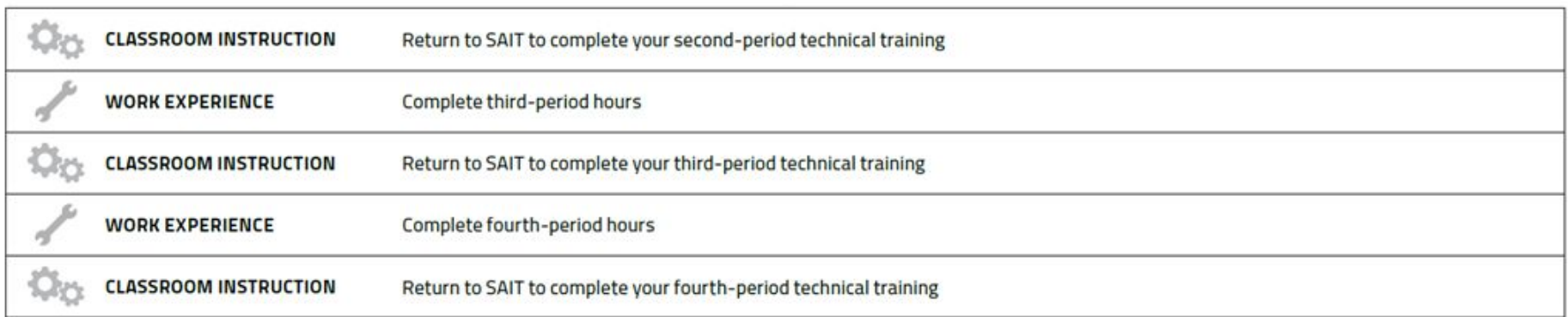
SIGN UP AS AN APPRENTICE
tradesecrets.alberta.ca



REGISTER FOR SCHOOL
tradesecrets.alberta.ca



CLASSROOM INSTRUCTION
First-period technical training



YOUR FIRST STEP TO BEING FUTURE-READY: DUAL-CREDIT INTRODUCTION TO BUSINESS (MNGT-200)

MNGT-200 Introduction to Business prepares you for many certificates, diplomas and even degrees at SAIT which means you are already one step ahead!



5 HIGH SCHOOL CREDITS

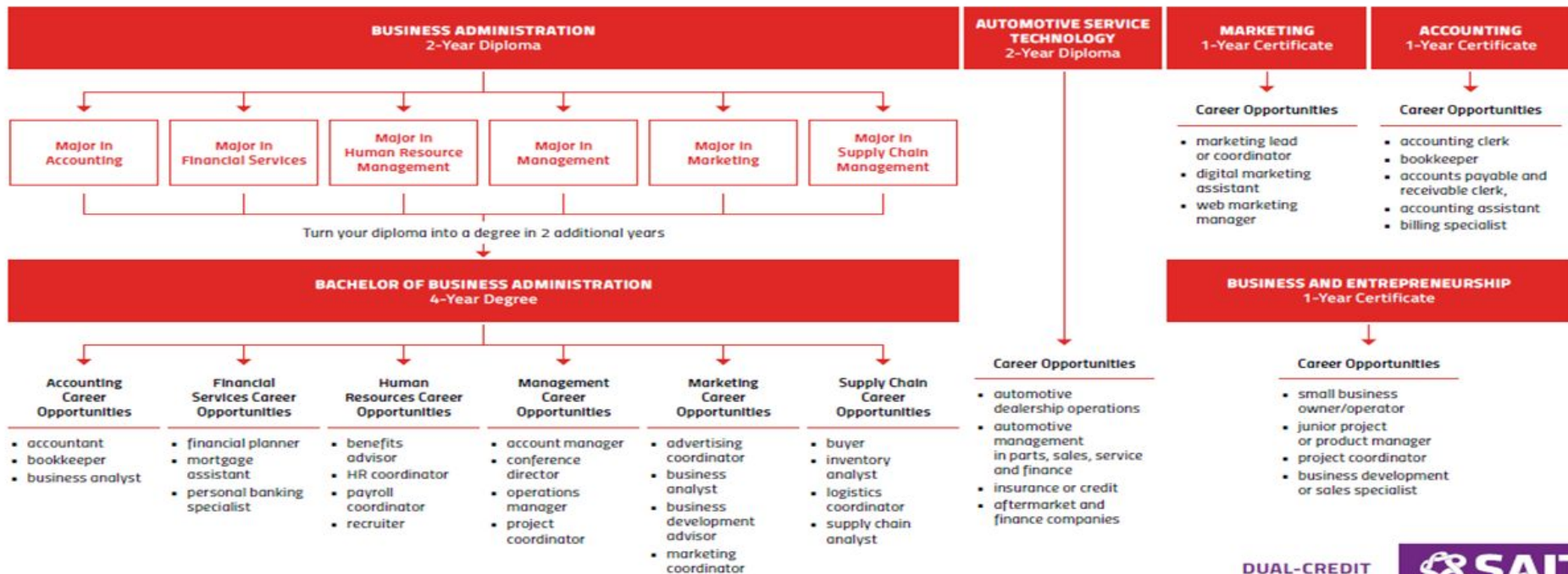


MNGT-200 COSTS AROUND \$560. BY TAKING THIS COURSE THROUGH HIGH SCHOOL, YOU ARE SAVING MONEY!



3 SAIT CREDITS

RELATED PROGRAM PATHWAYS FOR MANAGEMENT 200



DUAL-CREDIT



Key Considerations for a Successful Partnership



Partnerships and Stakeholder Engagement


Successful dual credit programming requires collaborative efforts from many stakeholders:

- School Authority
 - Superintendent / Leadership Team
- EDC Team
 - Framework, Implementation Guide, Processes, etc
- Industry
 - Local labour market needs
- Post-Secondary Partners
 - Possible programs, format, delivery model, etc.


School Authority - Model and Support

- Centralized Model
 - District Office roles to coordinate and facilitate school-based or centralized teams
 - Strategic plan/vision and best practices that guides practice
 - Develop capacity to support student success
 - Measure success and collect data
 - Career pathways developed to flow from exploratory, single courses, through to higher skill training and work integrated learning (internships/RAP) and/or to have multiple entry and exit points
 - District budgeting for dual credit, other funding streams


School Authority - Partnership Considerations

- At a division level, who will be the main point of contact for your post-secondary partners?
 - Someone needs to “own” this work
 - Who will be responsible for ensuring that students are engaged, and being successful in their dual credit course or program?
 - Student “check in” should usually happen at least once a week.
 - Is this a centrally assigned supervisor, or at a school level?
 - How will you identify the students who are the best fit for each opportunity?
 - Application process, setting students up for success in dual credit
 - How will you support students who are a good fit but face other barriers?
 - Financial, geographical, equity of access
 - What will be your process to support students who are not seeing success in their dual credit opportunity?
- 


Post-Secondary Institution - Partnership Considerations

- As a post-secondary partner, important to have a designated point of contact to support the relationship with the school authority
 - Not sustainable “off the side of someone’s desk”
 - Central point of contact
 - Regular meetings and communication with partners, as well as internal stakeholders
 - Serves to support the intertwining of post-secondary expectations with adjusted needs of high school students
 - How to best collaborate with your secondary partners?
 - How will secondary system feedback be incorporated into process or practice to sustain and grow your dual-credit programs?
 - Two-way conversation to plan and deliver dual-credit offerings
 - What is the communication plan with you partners?
- 

Post-Secondary Institution - Partnership Considerations

- How will pre-requisites be treated for dual credit students?
 - How will students be registered at your institution? Who will support them in that process?
 - What policies and processes are in place to protect the well-being of minors engaging with your institution?
 - What is the process when something happens to a dual-credit student (academic misconduct or a safety concern)?
 - Consideration for the instructors and the model of delivery
 - Cohorts consisting of just high school students or will they be mixed with adult learners?
 - Are instructors prepared and willing to teach high school learners?
 - On-campus? Online? Hybrid? Can you send an instructor to the high school? Are there transportation barriers or considerations for students?
- 


Post-Secondary Institution - Partnership Considerations

- How will new offerings be determined?
 - How will you align scheduling to meet both internal and external timelines?
 - How will you consider the high school timetable and program design?
 - How will dual-credit students be informed about their next steps after they have completed their dual credit offering?
 - How will collaborative files be shared with secondary partners? Where will these documents be stored?
 - How will dual-credit be socialized and supported within your institution?
Domestic enrollment strategy considerations?
 - Partner Handbook? Student Handbook?
 - Web presence? How will partners and prospective students know what is offered and how to contact the post-secondary?
- 

Student Success in Dual Credit is by Design



Setting Students up for Success in Dual Credit

- Provide opportunities to students who are prepared
 - Prerequisites, academic and non-academic
 - Application form and vetting process
 - Screening students to ensure readiness
 - Parental involvement and other supports in place
 - Student monitoring and supervision by school authority
 - Encouraging self-advocacy by the students
- 

Setting Students up for Success in Dual Credit

- Supporting students and their family in their awareness and understanding of:
 - The expectations of participating in a dual enrolled dual credit offering
 - Implications of a post-secondary transcript, student ID#, and grades
 - Expectations around communications with their post-secondary instructors
 - Timely feedback for assessments, informing school authorities immediately when there are concerns, available to the assigned school authority supervisors
- Making students and parents aware of the potential program (or pathway) that a dual credit offering can lead to.

Sample Dual Credit Application Forms



High Prairie School Division Dual Credit Application Form

High Prairie School Division, in partnership with post-secondary institutions provides the opportunity to students in grades 10-12 to participate in a wide range of dual credit opportunities. Dual credit courses and programs allow students to explore a subject of interest, get a jump start on post-secondary credit and experience a post-secondary learning environment.

To apply for a dual credit opportunity students must complete the High Prairie School Division Application Form, as well as the dual credit application form for the post-secondary partner to which the course or program of interest belongs (i.e. Northern Lakes College, Athabasca University, Lakeland College, SAIT, Olds College, etc.). It is important to note that completing the application process does not guarantee admission to a dual credit opportunity.

Dual credit courses are open to high school students who meet both the academic and non-academic requirements of the course they are applying for. The academic requirements vary by course and can be found in the HPSD Dual Credit Program Guide. The following non-academic requirements apply to all dual credit courses and programs:

- Have a record of good attendance
- Prove their ability to meet deadlines
- Demonstrate commitment to the course or program
- Present with a schedule that will allow adequate time to study and complete the required course work
- Be open to the Grad Coach and/or Career Coach discussing your application with teachers, principals and other school supports to ensure a good fit
- Will participate in an interview with parents/guardians and the HPSD Grad Coach

Date of Application: _____

Student Name: _____ Grade at time of application: _____

Student Cell Phone Number: _____

Parent / Guardian Name: _____ Phone Number: _____

What HPSD school are you currently registered with? _____

What dual credit opportunity are you interested in applying for? _____

Do you meet the academic requirements for this dual credit opportunity? Yes / No _____

Academic requirements can be found in the [HPSD Dual Credit Program Guide](#).

Choosing to enroll in a dual credit course or program is a significant commitment. Many details of the course offering, seat availability and delivery model are made to the post-secondary partners. It is important that students and their parents/guardians understand the following points. Please read and initial each statement.

1. High Prairie School Division cannot guarantee the transfer of courses between post-secondary institutions. Transfer agreements can change, and students should seek confirmation from their post-secondary institution of choice as to whether or not their dual credit course will be accepted for transfer.
____ (Student initials) ____ (parent / guardian initials)
2. The dual credit courses and programs offered by High Prairie School Division are delivered by a post-secondary partner. This means that upon enrolling in a dual credit course or program, a student will have a post-secondary transcript that will remain with the student throughout their post-secondary education. The transcript will list any post-secondary courses that the student has enrolled in, completed (including marks) and been withdrawn from.
____ (Student initials) ____ (parent / guardian initials)
3. Completion of post-secondary credits through the dual credit program could affect the student's admission for post-secondary studies after high school. It is imperative that a student contact their post-secondary institution of choice to learn how this could impact their application and admission.
____ (Student initials) ____ (parent / guardian initials)
4. Understand that communication with the Dual Credit Coach, the Career Coach, my instructor at the partnering institution and other available supports will communicate with me through email. I agree that I will check my HPSD and post-secondary email regularly (a minimum of every second school day), and respond in a timely manner. This will lead to greater success in my dual credit program.
____ (Student initials) ____ (parent / guardian initials)

We acknowledge that the completion of this application form does not guarantee my / my student's acceptance into a dual credit opportunity. We will continue to work with the Career Coach and Grad Coach to complete the application process.

Student Signature: _____ Date: _____ Parent

Signature: _____ Date: _____



Calgary Board
of Education

Unique
Pathways

Dual Credit Program Application Form

Fields in this PDF form can be input using your computer's keyboard and mouse. Save the PDF to your computer (File menu > Save As) prior to printing it and getting any required signatures.

Dual Credit Program Name

Select from one of the following:

- | | |
|--|--|
| <input type="radio"/> Anatomy & Physiology (Fall) | <input type="radio"/> Pre-Employment Autobody (Fall) |
| <input type="radio"/> Business Management (Fall) | <input type="radio"/> Pre-Employment Automotive Service Technician (Fall) |
| <input type="radio"/> Calculus (Summer) | <input type="radio"/> Pre-Employment Carpentry (Fall) |
| <input type="radio"/> Computer Science (Summer) | <input type="radio"/> Pre-Employment Pipe Trades (Fall) |
| <input type="radio"/> Culinary Arts - SAIT (Summer) | <input type="radio"/> Pre-Employment Recreational Vehicle Technician (Fall) |
| <input type="radio"/> Healthcare Career Essentials (Fall) | <input type="radio"/> Pre-Employment Welding (Fall) |
| <input type="radio"/> ICT Software & Web Development (Fall) | <input type="radio"/> Psychology (Summer) |
| <input type="radio"/> Introduction to Sports Management (Fall) | <input type="radio"/> Solving Technology Problems (Fall) |
| <input type="radio"/> Introduction to the Veterinary Profession (Fall) | <input type="radio"/> Veterinary Technical Assistant Program (Blended One-Year Program - Fall) |
| <input type="radio"/> Kinesiology (Summer) | <input type="radio"/> Veterinary Technical Assistant Program (Two-Year Program - Fall) |
| <input type="radio"/> Medical Terminology (Fall) | <input type="radio"/> Veterinary Technical Assistant Program (Two-Year Program - Fall) |
| <input type="radio"/> Medical Terminology (Summer) | |

Unique Pathways Program Eligibility

For programs during the school year, students must be:

- working towards high school completion
- 19 years of age or younger as of September 1 the year of the program (students may turn 19 after September 1)
- taking an in-person course at their home school for the duration of the Unique Pathways course or program

For programs during the summer, all students completing their Grade 10, 11 or 12 year and 18 years of age or younger as of September 1 of the current school year are eligible. This includes recently graduated students and students who turned 19 after September 1 of the current school year.

Funding for Dual Credit



Accessing Funding: Currently all funding lies within Alberta Education


- Dual Credit funding is provided within the Alberta Education Base Grant Funding per student. Each school authority is to set their own dual credit budget from this.
 - Framework sends to Funding Manual Page 27 Instructional section
 - Education Act Page 27 13.1 Resident Student
 - Tuition costs for dual credit students must be covered by the school authority. School authorities or post-secondary institutions cannot charge students any tuition costs as per the Dual Credit Framework and the Education Act.

Accessing Funding: Currently all funding lies within Alberta Education

- **Start Up Funding** for School Authorities
 - Grant application once per year - typically in May/June
 - Up to \$50 000.00 available
 - Is awarded for development of NEW dual credit offerings for your school authority
 - Will require a copy of the signed MOU with a post-secondary institution if a dual enrolled dual credit offering; post-secondary contact also needs to approve/sign-off
 - School authority will serve as the administrative agent for the funding and be accountability to report back on the use of funds at the end of the following year.

Accessing Funding: Currently all funding lies within Alberta Education

- **Enhancement Funding for School Authorities**

- Grant application once per year - typically in May/June
 - Up to \$100 000.00 available
 - This is to support a dual credit opportunity that a school authority already has been participating in and is currently targeting skilled trades opportunities around the province
 - Typically supports single-enrolled dual credit opportunities, but may also support dual-enrolled dual credit
- 

Accessing Funding: Other funding streams

- **Support at the School Division Level**
 - Operational budget to support central organization of programming, supervision of students if central
 - Funding to support cost of programs
- **Support at the Post-Secondary Partner Institution**
 - Operational budget to support central organization of programming
- **Donations at School Division and Post-Secondary Level**
 - Opportunity to support dual credit and other career pathway programming with donors and grants
 - SAIT - supporting trades programming, Turning Points, etc.
 - Alumni Development
 - CBE - supporting Barrier Removal for students, specific programs, safety and industry credentialing
 - Education Matters, TEPF, City of Calgary, etc.

Questions?
What else would be helpful to know?



Resources



Alberta Education Dual Credit Webpage

<https://www.alberta.ca/dual-credit>

[Home](#) > [...](#) > [Kindergarten to Grade 12 education](#) > [K to 12 curriculum and programs of study](#) > [Dual credit](#)

[English](#)

[Français](#)

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Dual credit

School authorities can find out how to plan, program and fund new dual credit learning opportunities for high school students.

> [Start-up funding for school authorities](#)

> [Apply for course codes](#)

> [Planning and programming](#)

> [Enhancement funding for school authorities](#)

ACAT Dual Credit Articulation Committee Website (support)

Dual Credit Articulation Committee

Who is offering dual credit?

Find out more about existing dual credit partnerships and course offerings in Alberta.

[Read More...](#)

What do I need to do to offer dual credit?

Find out more about steps to set up a dual credit opportunity, where to go to apply for an Education dual credit course code, and how to get experienced dual credit advice.

[Read More...](#)

How can I find dual credit templates and data?

How can I update my committee membership?

- [Contacts](#)
- [Resources](#)
- [Data](#)
- [FAQ](#)

- <https://transferalberta.alberta.ca/transfer-alberta-search/#/selectPathwayStep>

- <https://acat.alberta.ca/articulation/articulation-committees/acat-articulation-committees/dual-credit/partners-and-programs/>

ACAT Dual Credit Articulation Committee - Resources & Data

-

ACAT Dual Credit Articulation Committee - Zone Contacts

Zone 1 - Monica Edwards

[High Prairie School Division](#)

medwards@hpsd.ca

Zone 2/3 - Cheryl Shinkaruk

[Edmonton Catholic School Division](#)

cheryl.shinkaruk@ecsd.net

Zone 4 - Jackie Taylor

Chinook's Edge School Division

jtaylor@cesd73.ca

Zone 5 - Jodi Peat

[CBE Unique Pathways](#)

jmpeat@cbe.ab.ca

Zone 6 - Jason Kupery

[Palliser School Division](#)

jason.kupery@pallisersd.ab.ca

Memorandum of Understanding



Resources and Data

Sample Templates

Examples of Master Agreements/Memorandums of Understanding (MoUs)

- [Sample PSI Dual Credit MoU](#)

Dual Credit Student Handbook Examples

- [SAIT Dual Credit Student Handbook](#)
- [Elk Island Dual Credit Student Handbook](#)

Reference Information, Sites, and Organizations

- [Career Education Task Force](#) (The task force was established by Alberta Education in July 2022 to review career education, with a focus on grades 7 to 12. The task force will engage with various education, industry and business stakeholders across Alberta to hear a broad range of perspectives. See [link](#) for Nov-Dec. 2022 public and student survey and public engagement session details.)

Informative Links

- Transfer Alberta <https://transferalberta.alberta.ca/>
- Transfer Alberta Search Tool
<https://transferalberta.alberta.ca/transfer-alberta-search/>
- Alberta Transfer and Pathways
<https://acat.alberta.ca/alberta-transfer-pathways/>
- Learner Pathways System (LPS) and Dual Credit Related Opportunities module (DCRO)
<https://acat.alberta.ca/alberta-transfer-pathways/learner-pathways-system-lps/>
- Articulation Committees
<https://acat.alberta.ca/articulation/articulation-committees/>

Alberta Education Dual Credit Resources

[Dual Credit Framework](#)

[Dual Credit Implementation Guide](#)



Round Table