

Policy on Long Term Substitutes

College Career Pathways coordinators at each high school are responsible for the prompt notification to the college about changes in course instructors. Instructors who replace CCP certified teachers and long term substitutes (over two weeks) should submit a completed Teacher Certification Application immediately upon selection. The college will expedite the review of these applications.

If the new teacher or substitute is certified by the appropriate department at the college, the course will continue to be listed as a College Career Pathways course and the students will be able to earn college credit. If the new teacher or substitute fails to meet credentialing standards, the course will not be encoded as a dual enrollment course and students will not be able to earn credit.

The college will make every effort to connect new high school teachers or long term substitutes with a mentoring faculty member at the college to ensure a smooth transition and maintenance of the standards of the course.