

Dual Credit FAQ

The Illinois Board of Higher Education, the Illinois Community College Board, and the Illinois State Board of Education have collaborated to create a new endorsement for nine dual credit disciplines. A dual credit endorsement is valid for grades 11-12 that can be added to the Professional Educator License (PEL) at the request of an educator who meets the appropriate credential standards. Questions and Answers have been grouped into two categories below as applicable to the targeted readers: (1) Educators and Regional Offices of Education and (2) Institutions of Higher Education.

Educators and Regional Offices of Education

How do I qualify for the dual credit endorsement on my PEL?

You must hold a [qualified master's degree](#) or any master's degree with 18 graduate credit hours of coursework in the desired discipline.

Can the dual credit endorsement be added to any license other than the PEL?

No, the dual credit endorsement can only be added to the Professional Educator License.

Is there a fee to apply for the dual credit endorsement?

A \$50 fee will be collected electronically when the application is submitted.

How do I apply for the dual credit endorsement?

- You will complete the endorsement application and pay the \$50 fee in the Educator Licensure Information System (ELIS).
- You must complete the top portion of the applicable dual credit endorsement form and submit the form to the college or university through which you will be teaching the dual credit course.
- The college/university will evaluate your qualifications and may require you to submit transcripts. The college/university will then submit the completed form to its region's Regional Office of Education (ROE) or Intermediate Service Center (ISC).
- The ROE/ISC will sign off on the form and upload it to your ELIS account.
- The endorsement will auto-issue when the form is uploaded. The application must be submitted prior to the form being uploaded in order for the endorsement to auto-issue.

Do I need the dual credit endorsement to teach a dual credit course?

These endorsements are not required for teaching dual credit courses but are a way for PEL - holders to showcase their qualification to teach them.

In what areas can I receive a dual credit endorsement?

Nine dual credit disciplines are now being offered:

[Biology](#)
[Calculus](#)

[English Composition](#)
[English Literature](#)

[General Math](#)
[History](#)

[Psychology](#)
[Speech](#)

[Statistics](#)



Where can I find information regarding dual credit endorsements on the website?

You can click [here](#) for additional information regarding dual credit endorsements.

Can the endorsement be added to a school support personnel (SSP) or administrative endorsement?

The dual credit endorsement can be added to any PEL; teaching, SSP, or administrative are acceptable areas.

Can a dual credit endorsement be used to teach a regular high school course in the area of endorsement that is not a dual credit course?

The dual credit endorsement allows an educator to teach at the college/university level so the student can receive both high school and college credit. It does not allow an educator to teach high school courses outside of those that are dual credit.

What is the role of the ROE/ISC in processing dual credit endorsements?

- The ROE/ISC will receive the official ISBE form directly from the hiring institution (most commonly from the office of either the chief academic officer or the provost).
- The ROE/ISC will confirm Section III of the form is completed or return it to the institution if Section III is incomplete.
- The ROE/ISC will complete Section IV of the form and upload the form to the educator's ELIS account.

Where can I find a list of approved dual credit institutions in Illinois?

A map of approved dual credit institutions, by higher education region, can be found [here](#).

Institutions of Higher Education

How do I know if my institution of higher education (IHE) is approved to offer dual credit instruction?

Please visit www.ibhe.org/dualcredit.html, where you can view a map of approved institutions and dual credit credentialing options at Illinois public institutions of higher education.

Is the process to offer a dual credit endorsement any different for an out-of-state institution that has been approved by Illinois Board of Higher Education?

The process is nearly identical, but there are slight differences in the last three steps.

- The teacher completes either a qualified master's degree or any master's degree with 18 graduate credit hours within the discipline.
- The teacher completes the endorsement application and pays the \$50 fee in ELIS.
- The teacher takes a copy of their transcript and completed application to the institution for verification. (Provost's office must sign off.)
- Once the verification is completed, the provost's office would send the completed application to the Illinois State Board of Education for sign-off at licensureforms@isbe.net (instead of contacting the Regional Office of Education).
- ISBE would upload the form to the teacher's ELIS account.
- The endorsement is auto-issued when the form is received in ELIS.

Do IHE faculty members need to hold a PEL to teach dual credit courses?

Dual credit instructors do not need to hold a PEL. They must only meet the requirements set forth in the Dual Credit Quality Act, which are a qualifying master's degree and 18 hours of master's level coursework in the designated area.

If applications are submitted to the college/university an educator is attending should they be directed to send the forms to the institution for which they will be teaching dual credit?

Yes, the form should be completed by the hiring institution. The educator should work with the community college or 4-year college/university that they will be teaching through.

Can an educator obtain the dual credit endorsement prior to securing a position teaching a dual credit class, thus indicating their qualification prior to applying for/obtaining a dual credit teaching opportunity?

If they anticipate teaching at a particular college/university, they should begin the process with that particular college. Knowing that there is interest from a particular teacher may trigger opportunities for teaching as well.

If an institution has a graduate program in a content area for which a dual credit endorsement is available, is there any mechanism in place for candidates to receive their PEL and dual credit endorsement upon graduation with the master's degree in the content area and the licensure track?

Given the diverse nature of programs and the accreditation process that colleges undergo, it may be difficult to do at this point as institutions must be able to demonstrate academic control of programs and faculty. It is something we can continue to explore as we learn more through the endorsement implementation process.