Tip Sheet: Suggested Processes and Considerations for Initiating a Dual Credit Opportunity

Experienced dual credit education stakeholders have identified the following as suggested processes to consider when initiating a dual credit opportunity.

This list is neither exhaustive nor in order of priority. These tips remain subject to the Alberta Dual Credit Framework and Dual Credit Implementation Guide, which govern all dual credit opportunities. School authorities will need to develop processes that are suited to their local context.

- Work with students to gauge interest, readiness, and commitment to a dual credit program through development of a career learning plan.
- Access available information on government websites and on other school authority and post-secondary institution websites.
- Consult labour market information.
- Seek mentorship support from a school authority that is currently offering dual credit programming and/or determine if there is an option to participate in an existing dual credit opportunity with other school authorities.
- Develop a project plan, a marketing plan, and a budget.
- Determine if there are sufficient resources to initiate and sustain a dual credit opportunity. Note: You may want to reference the Funding Manual for School Authorities for more information on dual credit funding.
- Ensure compliance with the School Act, including making any necessary additions to the board’s fee schedule in accordance with the regulations.
- If applicable, identify potential post-secondary and/or business/industry partners. Note: A list of eligible Alberta post-secondary institutions can be accessed on the Alberta Education Dual Credit web page.
- If applicable, initiate a partnership with a post-secondary institution and/or business/industry partner. Note: Not all dual credit opportunities require a post-secondary or business/industry partner.
  - Review the “Suggested Roles and Responsibilities of Dual Credit Partners” tip sheet on the Alberta Education Dual Credit web page.
  - Begin development of a formal partnership agreement, including seeking legal advice on a proposed agreement.
- Identify courses that may be offered as part of the proposed dual credit opportunity either at the high school level (i.e., accessing a provincial dual credit pathway) or at the post-secondary level (i.e., designing a local dual credit pathway).
- If applicable, access the online start-up funding application form on the Alberta Education Dual Credit web page. Note: a new dual credit opportunity can be initiated without start-up funding.
  - Review the requirements of the application and seek clarity as required.
  - Complete and submit the application form before the closing date.
  - Ensure all application components are completed, including any required attachments.
If applicable, access the online dual credit code application form on the Alberta Education Dual Credit web page.

- Review the requirements of the application and seek clarity as required.
- Complete and submit the application form before the closing date.
- Ensure all application components are completed, including any required attachments.

For more information on dual credit and to access the Alberta Dual Credit Framework or the Dual Credit Implementation Guide, visit the Alberta Education Dual Credit web page.