



Concurrent Enrollment Aid Application 2024-2025

Eligibility for Concurrent Enrollment Aid

Minnesota districts and charter schools are eligible to receive aid if they are offering a concurrent enrollment course according to an agreement under one of the following conditions:

1. The concurrent enrollment course is offered by a postsecondary institution that is accredited, or in the process of being accredited, by the National Alliance of Concurrent Enrollment Partnerships (NACEP), or
2. The concurrent enrollment courses are technical courses within a recognized career and technical education program of study approved by the commissioner of education and the chancellor of the Minnesota State Colleges and Universities, or
3. The district verifies the concurrent enrollment course demonstrates clear evidence to be of comparable standard to accredited courses.

Application Instructions

- If your district is partnered with one of the [NACEP-Accredited Postsecondary Institutions for 2024-25 School Year](#), you do not need to complete this application to receive concurrent enrollment aid.
- Districts whose partnering institution is **not** [on this list](#), must complete this application in order to receive concurrent enrollment aid. Completed applications and required documentation must be submitted by October 30, 2024 to Jacqui McKenzie at mde.postsecondary@state.mn.us.
- If you have questions regarding the application process, please email mde.postsecondary@state.mn.us.

Concurrent Enrollment Partnership School Year: 2024-2025

A separate application is required for each unique partnership.

District Name: _____ District Number: _____

Name of high school(s) offering CE courses: _____

Name of High School Contact: _____ Phone Number: _____

High School Contact Email Address: _____

Name of Eligible Partnering Postsecondary Institution: _____

Forms completed by: _____ Title: _____

Email address: _____ Phone number: _____

Partnership Type

Choose one:

____ **NACEP Accredited:** The concurrent enrollment course(s) is/are offered by a postsecondary institution [on this list](#). **This application is not needed to receive concurrent enrollment aid.**

____ **Not NACEP-Accredited:** The course(s) included in this application are part of a concurrent enrollment program but are offered by a postsecondary institution that has not been accredited by NACEP and is not in the process acquiring NACEP accreditation. **Submit the following required documentation with this application by October 30, 2024:**

1. A copy of the signed contract between the high school and postsecondary institution that includes a list of all concurrent courses offered.
2. Signed [Statement of Assurances](#) to ensure the comparable quality of these courses.

____ **Career and Technical Education (CTE):** The courses included in this application are part of a concurrent enrollment program within a recognized career and technical education program of study approved by the commissioner of education and the chancellor of the Minnesota State Colleges and Universities. **This application must be submitted by October 30, 2024.**

Statement of Understanding

I hereby certify by my signature that I have thoroughly reviewed the enclosed information and have submitted the appropriate documentation required as part of the application process for Concurrent Enrollment Program Aid and that the data contained in the attached report is true, accurate, and timely, for the 2024-25 school year. By my signature below, I certify that information provided accurately describes the status of the concurrent enrollment courses being offered at our school(s).

Superintendent's Typed Signature

Date

Postsecondary Administrator's or Dean's Typed Signature

Date

Statement of Assurances for Concurrent Enrollment Programming

This Statement of Assurance includes [statutory requirements](#) and reflects the current quality standards of concurrent enrollment programming as defined by NACEP. The applicant and the partnering postsecondary institution assure the Minnesota Department of Education:

- 1) The postsecondary institution is an eligible PSEO institution, as defined by Minnesota Statutes, section 124D.09, subdivision 3. See [Relevant Statutes](#).
- 2) The postsecondary institution does not receive reimbursement from the state for this course.
- 3) The courses are not developmental or remedial or any other course that is not college level.
- 4) Courses administered that are college/university catalogued courses with the same departmental designations, course descriptions, numbers, titles, and credits.

- 5) College/university courses administered through concurrent enrollment reflect the pedagogical, theoretical and philosophical orientation of the sponsoring college/university departments.
- 6) If the course is taught by a high school teacher, the postsecondary faculty participates in site visits or virtual contact throughout the school year.
- 7) The high school teachers, or postsecondary faculty administering these courses, are approved by the respective college/university departments and meet academic department requirements for teaching the college/university course.
- 8) The college/university provides new concurrent enrollment instructors with discipline-specific training and orientation regarding, but not limited to, course curriculum, assessment criteria, pedagogy, course philosophy and administrative responsibilities and procedures prior to the instructor teaching the course.
- 9) If the course is taught by a high school teacher, the partnering postsecondary institution provides annual discipline-specific professional development activities and ongoing collegial interaction to address course content, course delivery, assessment, evaluation, and/or research in the development in the field.
- 10) The partnering postsecondary institution and the high school administrations have procedures in place to address instructor non-compliance with the college/university's expectations for courses offered through the CEP (for example, non-participation in CEP training and/or activities).
- 11) The college/university officially registers or admits concurrently enrolled students as degree-seeking, non-degree seeking, or non-matriculated students of the college/university and records courses administered on official college/university transcripts.
- 12) The partnering postsecondary institution ensures its students meet the course prerequisites of the college/university.
- 13) The partnering postsecondary institution provides students and schools with a comprehensive publication that outlines rights and responsibilities of enrolled college/university students.
- 14) Concurrent enrollment students are held to the same standards of achievement as those expected of students in on campus sections.
- 15) The college/university ensures that concurrently enrolled students are held to the same grading standards as those expected of students in on campus sections.
- 16) Concurrent enrollment students are assessed using the same methods (e.g. papers, portfolios, quizzes, labs, etc.) as students in on campus sections.
- 17) The concurrent enrollment program conducts end-of-term student university/college course evaluations for each course section offered through by the program.

Assurance Verification

Furthermore, I hereby certify by my signature below on this form that the concurrent enrollment courses included in this application are comparable in quality and standards to NACEP accredited programs. The District is in compliance for the 2024-25 school year (July 1– June 30) with each of the statutory provisions and/or requirements for school districts identified as relevant to concurrent enrollment under the Minnesota Department of Education.

Superintendent's Typed Signature

Date

Postsecondary Administrator's or Dean's Typed Signature

Date

NACEP-Accredited Postsecondary Institutions for 2024-2025 School Year

If your partnering postsecondary institution is on the list below, you do not need to complete this application.

Alexandria Technical and Community College	Minnesota West Community and Technical College
Anoka-Ramsey Community College	Normandale Community College
Anoka Technical College	North Hennepin Community College
Bemidji State University	Northland Community and Technical College
Bethel University	Pine Technical and Community College
Central Lakes Community College	Ridgewater College
Century College	Riverland Community College
Fond du Lac Tribal and Community College	Rochester Community and Technical College
Hennepin Technical College	Saint Cloud State University
Inver Hills Community College	Saint Cloud Technical and Community College
Lake Superior College	Saint Paul College
Minneapolis Community and Technical College	South Central College
Minnesota North College (covers all locations)	Southwest Minnesota State University
Minnesota State College – Southeast Technical	University of Minnesota – Crookston
Minnesota State Community and Technical College	University of Minnesota – Duluth
Minnesota State University – Mankato	University of Minnesota – Twin Cities

Relevant Statutes

[Minnesota Statutes 2023, section 124D.09 Postsecondary Enrollment Options Act.](#)

Subdivision 3. **Definitions.** For purposes of this section, the following terms have the meanings given to them.

(a) "Eligible institution" means a Minnesota public postsecondary institution, a private, nonprofit two-year trade and technical school granting associate degrees, an opportunities industrialization center accredited by an accreditor recognized by the United States Department of Education, or a private, residential, two-year or four-year, liberal arts, degree-granting college or university located in Minnesota. An eligible institution must not require a faith statement from a secondary student seeking to enroll in a postsecondary course under this section during the application process or base any part of the admission decision on a student's race, creed, ethnicity, disability, gender, or sexual orientation or religious beliefs or affiliations.

(b) "Course" means a course or program.

(c) "Concurrent enrollment" means nonsectarian courses in which an eligible pupil under subdivision 5 or 5b enrolls to earn both secondary and postsecondary credits, are taught by a secondary teacher or a postsecondary faculty member, and are offered at a high school for which the district is eligible to receive concurrent enrollment program aid under section [124D.091](#).

[Section 25. Minnesota Statutes 2022, section 124D.09, subdivision 10, is amended to read:](#)

Subdivision. 10. **Courses according to agreements.** (a) An eligible pupil, according to subdivision 5, may enroll in a nonsectarian course taught by a secondary teacher or a postsecondary faculty member and offered at a secondary school, or another location, according to an agreement between a public school board and the

governing body of an eligible public postsecondary system or an eligible private postsecondary institution, as defined in subdivision 3. All provisions of this section apply to a pupil, public school board, district, and the governing body of a postsecondary institution, except as otherwise provided. A secondary school and a postsecondary institution that enrolls eligible pupils in courses according to agreements must annually report to the commissioner the participation rates of pupils enrolled in courses according to agreements, including the number of pupils enrolled and the number of courses taken for postsecondary or dual credit.

[Minnesota Statutes 2023, section 124D.091 Concurrent Enrollment Program Aid.](#)

Subdivision 1. **Accreditation.** To establish a uniform standard by which concurrent enrollment courses and professional development activities may be measured, postsecondary institutions must adopt and implement the National Alliance of Concurrent Enrollment Partnership's program standards and required evidence for accreditation by the 2020-2021 school year and later.

Subdivision 2. **Eligibility.** A district that offers a concurrent enrollment course according to an agreement under section [124D.09, subdivision 10](#), is eligible to receive aid for the costs of providing postsecondary courses at the high school. Beginning in fiscal year 2011, districts only are eligible for aid if the college or university concurrent enrollment courses offered by the district are accredited by the National Alliance of Concurrent Enrollment Partnership, in the process of being accredited, or are shown by clear evidence to be of comparable standard to accredited courses, or are technical courses within a recognized career and technical education program of study approved by the commissioner of education and the chancellor of the Minnesota State Colleges and Universities.

Subdivision 3. **Aid.** An eligible district shall receive \$150 per pupil enrolled in a concurrent enrollment course, including a P-TECH school under section [124D.093](#). The money must be used to defray the cost of delivering the course at the high school. The commissioner shall must establish application procedures and deadlines for receipt of aid payments.