

## 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.