

Alberta Dual Credit Information for Post-Secondary Institutions

What is the purpose of this message?

1. To provide background information regarding the provincial [Alberta Dual Credit Framework](#).
2. To provide post-secondary institution awareness regarding
 - how dual credit recognition is displayed on students' high school transcripts;
 - how dual credit citations are displayed on high school transcripts delivered via ApplyAlberta;
 - secondary course codes for post-secondary programming; and
 - Alberta Education dual credit start-up funding applications for school authorities and their partners.
3. To provide relevant dual credit-related articulation committee and contact information.

1. Background – Alberta Dual Credit Framework

Under the provincial [Alberta Dual Credit Framework](#), dual credit is described as programming authorized and funded by Alberta Education in which grade 10, 11, or 12 students can earn both high school credits and credits that count toward a post-secondary certificate, diploma, or degree, including a journeyperson certificate.¹

A dual credit partnership may consist of a school authority, an [eligible post-secondary institution](#), and/or a business/industry partner.

- School authorities will determine dual credit partners, depending on the type of courses in their dual credit opportunity. Not all dual credit opportunities need a post-secondary partner and, while business and industry involvement is encouraged, it is not required for programming funded under the Alberta Dual Credit Framework.
- Partnerships between school authorities and post-secondary institutions always require a formal partnership agreement (often referred to as a memorandum of understanding (MOU)).
- Please refer to the [Dual Credit Implementation Guide](#) for more information.

2. Institution awareness

How dual credit recognition is displayed on students' high school transcripts

Currently, courses associated with dual credit are identified on a high school student's [Alberta Transcript of High School Achievement](#) in **two ways**:

1. **Dual Enrolment Flag:** Dual credit identification on a high school transcript was introduced in the 2016/17 school year, identifying student course enrolment with a **dual enrolment flag (DEF)** on the high school transcript as, *"This course was taken through a dual credit partnership with a post-secondary institution."*

Foods - Advanced							
FOD3020	Nutrition & Digestion	14/15	Semester 1	3322	English	71	1 71 ¹
FOD3030	Creative Baking	14/15	Semester 1	3322	English	78	1 78 ¹
FOD3040	Yeast Products	14/15	Semester 1	3322	English	82	1 82 ¹
FOD3050	Advanced Soups & Sauces	14/15	Semester 1	3322	English	89	1 89 ¹
FOD3060	Food Presentation	14/15	Semester 1	3322	English	79	1 79 ¹

Notes

¹ This course was taken through a dual credit partnership with a post-secondary institution.

¹ Neither continuing education courses nor high school upgrading courses completed at a post-secondary institution are considered as "counting toward a post-secondary certificate, diploma, or degree."

- For the 2016/17, 2017/18, 2018/19 academic years, any grade 10, 11, or 12 course could be flagged as dual enrolment (DEF).
- Starting with the 2017/18 school year, the Partner Post-Secondary Institution (PSI) field is required when the dual enrolment flag is set to “yes” by the School Authority. Please note that the post-secondary institution is not shown on the high school transcript.

2. **Completed Credentialed Pathway Citation:** Beginning in the 2017/18 school year, when a student completes all of the courses associated with a provincial Career and Technology Studies (CTS) credentialed pathway, it will be identified under its own section. For example,

Completed Career and Technology Studies Credentialed Pathways		
Completion of a series of specific courses to provide students the opportunity to achieve a credential or credit awarded by a recognized community or industry organization or post-secondary institution.		
Pathway Name	Completed School Year	Contributing Course Codes
Athletic Injury Management	14/15	REC1020
Certified Coach – National Coaching Certification Program (NCCP)	14/15	REC1020, REC2010, REC2060, REC2120, REC3120
Sport Nutrition Level 1	14/15	REC2010

- **Note:** Not all CTS Credentialed Pathways are dual credit. Only the [provincial dual credit pathways](#) identified by Alberta Education on the Dual Credit Pathways web page have received authorization as dual credit. This is also indicated in the [CTS Credentialed Pathways](#) document via a footnote.

[How dual credit citations are displayed on high school transcripts delivered via ApplyAlberta](#)
 Updates to the electronic version of the Alberta Transcript of High School Achievement delivered to post-secondary institutions via ApplyAlberta were implemented beginning in May 2018. Updated electronic transcripts include information regarding dual credit courses and credentialed pathways, as well as other planned updates.

[Secondary course codes for post-secondary programming](#)

How are the new Alberta Education high school dual credit course codes (PSI prefix) issued?

Under the recently implemented [Alberta Dual Credit Framework](#), Alberta Education will issue PSI course codes to school authorities for **unique dual credit course codes** within the Career and Technology Studies (CTS) program area for post-secondary programming that meets established criteria through an application process.

- **Note:** Alberta Education high school PSI course codes and associated course names are utilized on a high school transcript. Post-secondary institutions utilize their own course codes/names on their transcripts.

When does a school authority and its post-secondary partner need to apply for a secondary dual credit course code from Alberta Education for a post-secondary course?

If a school authority and its post-secondary partner plan to implement a dual credit opportunity outside of the [provincial dual credit pathways](#), the school authority must apply to Alberta Education for a dual credit course code for each applicable post-secondary course.

- Courses that have an Alberta Education-authorized secondary dual credit course code (PSI prefix) may be eligible for Alberta Education dual enrolled dual credit funding through the school authority as per the [Funding Manual for School Authorities](#).

- **Note:** If an institution’s post-secondary course has already been issued a secondary PSI course code (i.e., PSI3021 Aircraft Standard Practices), that secondary course code cannot automatically be used by a different school authority.
- After a course code has been authorized and assigned to a school authority, it may be possible for that school authority to add a partnering school authority to their application. This would need to be requested in writing to Alberta Education. The request to use an existing course code(s) must be made by the school authority that initially applied for the code, with the appropriate documentation attached to the request. Requests can also be made through Alberta Education’s dual credit course code application process with the appropriate documentation.
- If the post-secondary partner is the same, then the same course code will likely be given.

What are the deadlines for dual credit course code application submissions?

Course code submissions must be received by Alberta Education from school authorities by stated semester deadlines.

- **March 1, 2019** – deadline for courses to be implemented in semester 1 of the 2019/20 school year.
- **Further dates to be confirmed by Alberta Education.**

What information/resources are available to identify existing dual credit partners and courses?

Secondary PSI Course Codes:

Beginning in September 2018, once Alberta Education has reviewed and approved a school authority’s application for issuance of a PSI course code, notification will be sent via email to the secondary authority and post-secondary contact identified on the dual credit course code application form.

Alberta Education provides a new PSI course codes list to Alberta Post-Secondary Application System (APAS) on a regular basis. Alberta Education also provides high school course data, including PSI course codes, to the Alberta Council on Admissions and Transfer (ACAT) Dual Credit-related Opportunities module (DCRO) (formerly High School Transitions module (HS)) in real time as changes are made in Education’s PASI database. APAS or the DCRO can be used to help inform post-secondary institutions of the authorized course codes provided to school authorities and their post-secondary partners.

Dual Credit-Related Opportunities module (DCRO) in the Alberta Learner Pathways System:

The Alberta Council on Admissions and Transfer (ACAT) is working with school authorities, post-secondary institutions, firms (business/industry), and other ministries so that partners can publicly share dual credit and other high school transitions-related course agreements with students and other stakeholders on the [Transfer Alberta Search Tool](#) and Mobile App ([App Store](#) or [Google Play](#)).

Institutions can log into the Dual Credit-Related Opportunities module (DCRO) within the Learner Pathways System (LPS), and access all post-secondary courses that have received secondary course codes with a PSI prefix.

- The DCRO is directly pulling the Alberta Education PSI course codes from Alberta Education’s Provincial Approach to Student Information (PASI) database in real time as they are issued. Currently, some additional data fields are in the process of being added to PASI and the DCRO for Alberta Education PSI course codes data (e.g., name of school authority and of post-secondary institution, institution course code).

As well, institutions can use the DCRO and the Transfer Alberta Search Tool or Mobile App to track dual credit and other high school transitions-related course agreements. More agreements will be available

in these tools once school authorities have had an opportunity to input this information into the new system in collaboration with their institution, firm (business/industry), and ministry partners. All data in the DCRO module will be managed by school authority-designated representatives for each partnership in collaboration with their partners.

Please see the following links to the ACAT website for more information about the [DCRO](#) and the [LPS](#), including how to gain access to the DCRO. Please contact ae.lps@gov.ab.ca for assistance regarding access to DCRO and sharing your dual credit-related agreements on Transfer Alberta.

[Alberta Education dual credit start-up funding applications](#)

The **second intake** of the Alberta Education Dual Credit Start-up Funding Applications for eligible school authorities in collaboration with their dual credit partners closed January 31, 2019.

The **third intake** of applications will likely commence in Fall 2019. Information regarding the third intake of applications will be provided on [Alberta Education's Dual Credit](#) web page when details are available.

Lead school authorities who received funding under the **first intake** of Dual Credit Start-up Funding grants will need to submit their Start-up Funding Report by **July 31, 2019**.

Lead school authorities who receive funding under the **second intake** of Dual Credit Start-up Funding grants will need to submit their Start-up Funding Report as determined.

[3. Additional information, articulation committee membership, and contacts](#)

For additional information, please review the documentation regarding dual credit on [Alberta Education's Dual Credit](#) web page.

More information regarding the Dual Credit-Related Opportunities module (DCRO) for dual credit and other high school transitions-related course agreements on [Transfer Alberta](#) in Alberta's Learner Pathways System (LPS) can also be found on the [Alberta Council on Admissions and Transfer's \(ACAT's\) website](#).

ACAT's website also contains information about the ACAT [Dual Credit Articulation Committee](#) and its next meeting on March 4 in Edmonton. Should you require more information or wish to have institutional representation on the ACAT Dual Credit Articulation Committee and have not already done so, please contact clare.ard@gov.ab.ca or acat.articulation@gov.ab.ca.

Contacts:

- **Alberta Education Dual Credit Contact:** Kelly Adams, Curriculum Consultant Career Education, Curriculum Division at kelly.l.adams@gov.ab.ca or 780-427-2939 (English enquiries) or Danielle Amerongen, Senior Manager, Curriculum Division at danielle.amerongen@gov.ab.ca or 780 422-2068 (French enquiries). Dial 310-0000 to be connected toll free from outside the Edmonton area.
- **ACAT Contact for Alberta Learner Pathways System (LPS) and DCRO:** ACAT Secretariat at ae.lps@gov.ab.ca.
- **Co-Chair, ACAT Dual Credit Articulation Committee Contact:** Rozlynn Wick at rozlynn.wick@sait.ca.