

**Concurrent Enrollment Procedures**  
 Department of Architecture and Engineering Design  
 September 2026

**Purpose:** This document is intended to outline the department-approved instructor qualifications, procedures for assessing instruction, providing training, and the overall responsibilities of the Architecture and Engineering Design CE liaison, who assumes these primary responsibilities.

**CE Instructor and Liaison Qualifications, Standards, and Expectations:** UVU’s accrediting body, the Northwest Commission on Colleges and Universities (NWCCU), has its own teacher qualification standards. The National Alliance of Concurrent Enrollment Partnerships (NACEP) have specific [standards for quality](#) in CE. The Utah State Legislature has its own standards according to [HB 335 Alternative Concurrent Enrollment Options for Capacity Flexibility](#), which do not necessarily align.

Architecture and Engineering Design	Utah HB 335
A certificate in the course’s field, and industry certification in the course’s field	A degree, certificate, or industry certification in the concurrent enrollment course's academic field
2+ years work in industry using the software and core knowledge that will be taught in the CE Course	Qualifying experience, as determined by the eligible institution
Certification indicating competency in the course software and core knowledge.	

**Architecture and Engineering Design Exception to Above Standards and Related Procedures**

As a department, we expect high schools to meet the CE instructor qualifications outlined by NACEP and NWCCU, when there is a qualified instructor available at the high school. As a student-centered department highly invested in the student learning experience, we acknowledge that there may be exceptions that a high school may need to request in order for the students enrolled in a given CE class to have the best learning experience possible when there is no available teacher that meets the above standards. Therefore, as a department, we reserve the right to make an exception to the above Teaching Qualifications & Standards under the following circumstances (this decision will be recommended by the A&ED CE Faculty Liaison and approved by the A&ED Department Chair):

- Under the direction of the high school principal (or equivalent), the recommended CE teacher does not have a degree, certificate or industry certification in the course’s academic field:
  - The instructor can take and pass a competency exam administered through our department.
  - The skills of our instructors are obtained through a variety of learning opportunities, including work in industry and other educational activities.
  - Prior learning of the instructor is assessed through hands-on applications in the event that the minimum qualifications are not met.