

## College in the High School Teacher Application

To become a CiHS teacher, please complete the application below. **To review teachers and courses currently approved for CiHS, please check [HERE](#). If a teacher and a course are currently on this list, there is no need to re-apply.** However, each institution may have a process for re-approval, especially if last approval was three years ago or longer.

It is important to note that if a teacher and course are approved as CiHS by more than one college or university that CiHS courses may not be combined between institutions within the same course section. For example, in a Spanish IV CiHS class, college credit can only be offered through EvCC, EC, UWHS, CWU or EWU. The class cannot be offered for CiHS credit through multiple colleges or universities for the same class period.

**CiHS must be approved by the college AND by the district. A teacher must be approved for each course.**

College/University	Application Window for 2025-26 School Year	Application information
Everett Community College (EvCC)	<b>Now – September 30</b> (preferred deadline is May 1)	Complete <u>Parts One and Two</u> of CiHS Application (below) and send to <a href="mailto:CiHS@everettsd.org">CiHS@everettsd.org</a> . More information can be found on the <a href="#">EvCC College in the High School website</a> .
Edmonds College (EC)	<b>Now – May 30</b>	Complete <u>Part One only</u> of CiHS Application (below) and send to <a href="mailto:CiHS@everettsd.org">CiHS@everettsd.org</a> . More information can be found on the <a href="#">Edmonds College in the High School website</a> .
University of Washington in the High School (UWHS)	<b>November 4 – 18</b>	Complete <u>Part One only</u> of CiHS Application (below) and send to <a href="mailto:CiHS@everettsd.org">CiHS@everettsd.org</a> ; Applicant will also need to complete the UWHS application. More information can be found on the <a href="#">UW in the High School website</a> .
Central Washington University (CWU)	<b>Now – May 15</b>	Complete <u>Part One only</u> of CiHS Application (below) and send to <a href="mailto:CiHS@everettsd.org">CiHS@everettsd.org</a> ; Applicant will also need to complete the CWU CiHS application. More information can be found on the <a href="#">CWU CiHS website</a> .
Eastern Washington University (EWU)	<b>Now – June 1</b>	Complete <u>Part One only</u> of CiHS Application (below) and send to <a href="mailto:CiHS@everettsd.org">CiHS@everettsd.org</a> ; Applicant will also need to complete the EWU CiHS application. More information can be found on the <a href="#">EWU in the HS website</a> .

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### Part One – For EvCC, EC, UWHS, CWU and EWU CiHS Applicants

Application Date: \_\_\_\_\_

Teacher's Name: \_\_\_\_\_ High School: \_\_\_\_\_

CiHS Program: ☐ EvCC ☐ EC ☐ UWHS ☐ CWU ☐ EWU

Everett Public Schools Course Number(s) and Course Title(s):

First Semester \_\_\_\_\_ Second Semester \_\_\_\_\_

Is this course an AP course? Y N Is this course a CTE Dual Credit course? Y N

College Course Number(s) and Course Title(s):

First Term \_\_\_\_\_ Second Term \_\_\_\_\_

If you are applying to be a CiHS teacher through EC, UWHS, CWU or EWU, please send Part One of this application to [CiHS@everettsd.org](mailto:CiHS@everettsd.org). If you are applying to be a CiHS teacher through EvCC, go on and complete Part Two of this application and send Parts One AND Two to [CiHS@everettsd.org](mailto:CiHS@everettsd.org).

### Part Two – For EvCC CiHS Applicants Only

For prospective CiHS teachers applying to EvCC, the following documents are required to accompany Part One of this application. Send your completed EvCC application packet to [CiHS@everettsd.org](mailto:CiHS@everettsd.org).

A detailed outline of the EvCC application process can be found [HERE](#).

- ☐ **Complete the [EvCC New Teacher/Class Request Form](#).** For reference, please review the EvCC [Minimum Teacher Qualifications](#) prior to completing the request form.
- ☐ **Resume**
- ☐ **Unofficial Transcripts**
- ☐ **Course Alignment and Teacher Review Form.** EvCC will email this form to you after you submit the New Teacher/Class Request Form.
- ☐ **Assessment Sample:** This is used to determine that the students are assessed comparably to a student in the same EvCC open enrollment course (on-campus, hybrid, online).
- ☐ **Syllabus:** Click [HERE](#) to access the CiHS syllabus template. Please include all the information for your course in the syllabus template, as well as the course descriptions and outcomes which can be found on the college [Course Information Form](#). The EvCC student learning outcomes and core program outcomes must be included. The non-highlighted sections of the syllabus template must be included verbatim while the highlighted can be addressed as you see fit.

The following statements will appear on page 2 of the syllabus:

- “This course qualifies for EvCC’s College in the High School Program (CHS). Students seeking to earn college credit must enroll in the EvCC CHS program. Program processes and deadlines can be found at [www.everettcc.edu/chs](http://www.everettcc.edu/chs).”
- **Please remove the following statement from page 2 of the template if this is NOT an AP course:** “This course is considered a co-delivered College in the High School and Advanced Placement course. Please visit [Dual Credit Comparison](#) to explore which option is best for you.”