

DISTANCE EDUCATION INTENT TO TEACH

NAME: _____ DATE: _____

DISCIPLINE: _____ DEPARTMENT: _____

E-MAIL: _____ PHONE: _____

Section 1, 2 & 3 requirements must be met prior to forwarding this document to your department chair

Section 1. LMS TRAINING: Instructors wishing to be approved to teach online **MUST** complete an LMS specific training course. Please fill in the table below to document the training completed and attach/upload certificate(s) of completion.

(NOTE: This requirement can be met by completing an LMS instructor training course hosted through Lynda.com or the Introduction to Teaching with [campus LMS] offered by @One.)

Training	Hosted By	Date Completed

Section 2. DISTANCE EDUCATION COURSE DESIGN & INSTRUCTIONAL STRATEGIES: At a minimum you must verify completion of a course focused on how to teach online. Please fill in the box below with training information and attach/upload certificate(s) of completion.

(NOTE: This requirement can be met by completing the Introduction to Online Teaching and Learning course offered by @One.)

Course	Hosted By	Date Completed

Section 3. CREATING ACCESSIBLE ONLINE COURSES: At a minimum you must verify completion of a course focused on how to create accessible online courses. Please fill in the box below with training information and attach/upload certificate(s) of completion.

(NOTE: This requirement can be met by completing the Creating Accessible Online Courses offered by @One.)

Course	Hosted By	Date Completed

Section 4. ADDITIONAL ONLINE TEACHING PREPARATION OR EXPERIENCE: List all online courses you have prepared and/or taught and the institution through which the course(s) were offered. Also, for each course listed please attach the DE course syllabus. List any other experiences that have prepared you to teach in the online environment (you may add additional rows as required).

Course	Hosted By	Semester and Year

Note: it is the expectation of the ETC that all instructors approved to teach online will participate in at least one online professional development activity per academic year.

➤ I attest to the accuracy and truthfulness of the information provided:

Signature of Candidate

Date

Please forward this completed Intent to Teach form with supporting documents attached – to your Department Chair

ENDORSEMENT OF QUALIFICATION

The chair of the _____ department recommends _____

Department

Faculty Name

for online teaching in _____ (**Discipline**) as evidenced by the information provided in Sections 1-4 and all supporting documents (attached/uploaded).

Department Chair

Date

Department chair: Please be sure to get the signature of your Division Dean

Division Dean

Date

Please forward/email this document (all pages) to the CHC Distance Education Coordinator.