

## 1. DISTRIBUTED EDUCATION INTENT TO TEACH

NAME \_\_\_\_\_

DISCIPLINE \_\_\_\_\_ DEPARTMENT \_\_\_\_\_

E-MAIL \_\_\_\_\_ TELEPHONE \_\_\_\_\_

### CHC BLACKBOARD/ONLINE TEACHER TRAINING PROGRAMS

| Training | Date Taken | Facilitator |
|----------|------------|-------------|
|          |            |             |
|          |            |             |
|          |            |             |
|          |            |             |
|          |            |             |
|          |            |             |

**ONLINE TEACHING TRAINING AND CERTIFICATIONS** (List courses completed, institution through which the course(s) were taken, dates, and certificate granted.)

| Course | Institution | Date completed |
|--------|-------------|----------------|
|        |             |                |
|        |             |                |
|        |             |                |

**SUCCESSFUL ONLINE 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 course outline and the course syllabus.)

| Course | Institution | Semester and Year |
|--------|-------------|-------------------|
|        |             |                   |
|        |             |                   |
|        |             |                   |

**OTHER EXPERIENCE** (List any other experiences that have prepared you to teach in the online environment.)

| Experience | Description | Date completed |
|------------|-------------|----------------|
|            |             |                |
|            |             |                |
|            |             |                |

I attest to the accuracy and truthfulness of the information provided in this Statement of Qualification.

\_\_\_\_\_  
**Signature of Candidate**

\_\_\_\_\_  
**Date**

*Faculty: Forward to Faculty Chair*

Version 2.2

Revised: March 3, 2010

Approved: March 3, 2010

## ENDORSEMENT OF QUALIFICATION

The \_\_\_\_\_ department recommends \_\_\_\_\_  
**Department** **Faculty Name**

for online teaching in \_\_\_\_\_ based on evidence that  
**Discipline**

he/she meets the qualifications as specified in the CHC DE plan.

\_\_\_\_\_  
**Signature of Faculty Chair**

\_\_\_\_\_  
**Date**

*Faculty Chair: Forward to ETC Faculty Co-Chair*

## ETC ENDORSEMENT OF QUALIFICATIONS

Intent to Teach Form Approved by ETC

\_\_\_\_\_  
Date

Instructor Readiness Quiz Successfully Completed

\_\_\_\_\_  
Date

Hands-on Skills Demonstration Successfully Completed

\_\_\_\_\_  
Date

\_\_\_\_\_  
**Signature of ETC Faculty Co-Chair**

\_\_\_\_\_  
**Date**

*ETC Faculty Co-Chair: Attach copies of Online Instructor Readiness Quiz and Hands-On Skills Checklist and forward to ETC Administrative Co-Chair*

Forwarded to Administrative Co-Chair of ETC

\_\_\_\_\_  
Date

Posted to ETC Approved Instructor List on Blackboard site

\_\_\_\_\_  
Date

Version 2.2

Revised: March 3, 2010

Approved: March 3, 2010