

## ENDORSEMENT OF QUALIFICATION

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

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

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

\_\_\_\_\_  
**Faculty Chair** **Date**

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

### ETC ENDORSEMENT OF QUALIFICATIONS

Step 1 - Intent to Teach Form Approved by ETC: \_\_\_\_\_  
**Signed (ETC Rep)** **Date**

Step 2 – Skills Demonstration Successfully Completed: \_\_\_\_\_  
**Signed (ETC Rep)** **Date**

Step 3 – Two week Content Checklist Completed: \_\_\_\_\_  
**Signed (ETC Rep)** **Date**

\_\_\_\_\_  
**Signature of ETC Faculty Chair** **Date**

*Intent to Teach Form forwarded to Secretary of the VP of Instruction*  
*Checklist for Step 3 forwarded to ETC Chair*

Forwarded to Administrative Co-Chair of ETC \_\_\_\_\_  
**Date**

Posted to ETC Approved Instructor List on Blackboard site \_\_\_\_\_ **Date**