

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

ENDORSEMENT OF QUALIFICATION

(Page 2)

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**

Page 2 of the Intent to Teach Form forwarded to VPI administrative secretary : _____
Date

Instructor added to ETC Approved Instructor List on Blackboard site _____
Date