Step 1. Distance Education Intent to Teach

The trainings detailed in sections 1 – 3 must be met prior to forwarding this document to your department chair. Section 4 is not required.

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.

Name: _____

Date: _____

Discipline: _____

Department: _____

Email: _____

Phone: _____

Section 1 | LMS Training (required)

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.

Pre-approved methods for meeting this requirement are the LMS instructor training course hosted through Lynda.com, the Introduction to Teaching with [campus LMS] offered by @One, or the Online Education Standards & Practices from @One*.*

Training	Hosted By	Date Completed

Section 2 | Distance Education Course Design & Instructional Strategies (required)

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.

Pre-approved methods for meeting this requirement are the Introduction to Online Teaching and Learning course offered by @One or the Online Education Standards & Practices from @One.

Course	Hosted By	Date Completed

Section 3 | Creating Accessible Online Courses (required)

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.

Pre-approved methods for meeting this requirement are the Creating Accessible Online Courses offered by @One or the Online Education Standards & Practices from @One.

Course	Hosted By	Date Completed

Section 4 | Additional Online Teaching Preparation for Experience

List any online courses you have prepared and/or taught and the institution through which the course(s) were offered or other experiences that have prepared you to teach in the online environment. For each course listed, the DE course syllabus should be submitted with this document.

Course	Hosted By	Semester and 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) department recommends
_____ (applicants name) for online teaching in
_____ (discipline) as evidenced by the information provided in
Sections 1-4 and all supporting documents that shall be submitted with this application.

_____   _____

Signature of Chair   **Date**

_____   _____

Signature of Dean   **Date**

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