## APPROVAL FORM

**FACULTY CERTIFICATION FOR ONLINE AND HYBRID COURSE DEVELOPMENT**

**Instructor Name:** ___________________________  
**Course ID:** ___________  

**Semester for First Anticipated Post-training Delivery:** _________________  
**Credit Hours:** _________  

*Indicate Modality, Training Type, and Priority from options listed below. Submit fillable pdf via email by applicable due date. Please visit with the AVP to discuss any requests for exceptions.*

### Modality

- **Online**
- **Hybrid**

### Training Type

- **Initial Certification through Digital Instruction Training**
  - Faculty member is new to online/hybrid teaching.
  - There is no existing online/hybrid course shell for this course that meets current OSCQR and WCAG standards.
- **Recertification through Digital Instruction Refresh**
  - Faculty member has previously been certified.
  - Faculty member has not completed digital instruction training or a refresh in the last 3 years. *Unless the department is seeking an exception to facilitate taking a program online/hybrid, if so, please visit with the AVP.*
- **Continuing Education**
  - Faculty member wishes to do online/hybrid training without developing a specific course.
  - Involves financial cost or significant investment of time guided by an instructional designer.
  - Information about the activity is attached.
- **Training to Deliver an Existing Online/Hybrid Course**
  - Department has confirmed with instructional design team that an existing course shell substantially complies with OSCQR and WCAG standards.
  - Author of the existing course will agree in writing to allow the faculty member to use the existing course.
  - Faculty member will not be doing significant course development and only needs to be trained in how to use the Bb LMS to deliver the pre-developed course.

### Priority

- **High Priority**
  - Training associated with existing or planned online and/or hybrid programs (e.g. a degree or certificate).
  - Training associated with the General Education curriculum.
  - Training for full time faculty. Training for faculty who have no prior digital teaching experience.
- **Medium Priority**
  - Training associated with courses that are not part of a program that is currently or moving toward online/hybrid, but where students in the program will be substantially benefited by the addition of online or hybrid options.
  - Training for faculty who have some prior digital teaching experience.
- **Low Priority**
  - Training where there is no existing or planned online or hybrid program and no compelling case that a significant number of students will benefit from the availability of online or hybrid options.
  - Training for adjuncts (unless the department makes the case that an adjunct is the best person to develop digital courses for the department).
  - Training for faculty who have had significant prior training.

### Timeline

- **Fall or Winter Course Delivery**
  - Applications received by February 1 will be reviewed based on the stated priorities.
  - Training should begin no later than April 1.
- **Spring or Summer Course Delivery**
  - Applications received by May 1 will be reviewed based on the stated priorities.
  - Training should begin no later than August 1.

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<tr>
<th>Role</th>
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<tr>
<td>Proposing Faculty member</td>
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<td>Department Chair</td>
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<td>Dean</td>
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<td>Assistant Vice President for Graduate &amp; Extended Learning</td>
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<td>Provost</td>
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*(version Fall 2020)*