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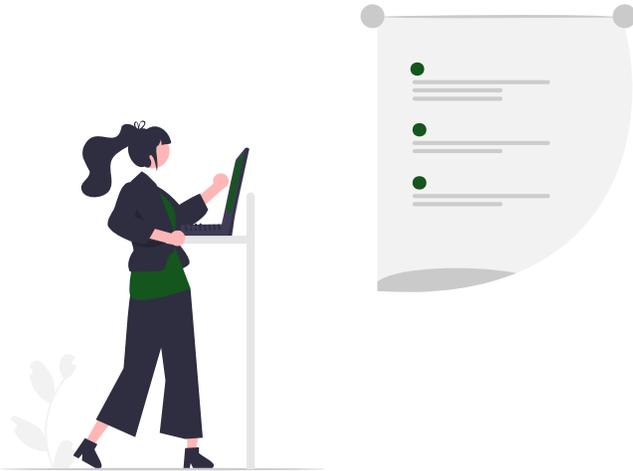
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# Online Teaching Certification Pathways

## How to Begin Teaching Online at Cañada

Here are some steps you can take to begin teaching online asynchronous, online synchronous, multi-modal, or hybrid courses at Cañada.

1. Discuss online teaching opportunities with your division dean.
2. Confirm with the [Curriculum Committee](#) that the DE Addendum already exists for the online or hybrid course you want to teach. If not, you will need to add one.
3. Get certified to teach online, or get re-certified if your certification was completed more than three years ago. See below.



### Online Teaching Certification & Re-Certification Options

Our District offers Quality Online Teaching & Learning (QOTL) training several times each academic year. The courses are facilitated by Instructional Technologists, Instructional Designers, and DE Coordinators from our three sister colleges. QOTL is delivered as an asynchronous online Canvas course, allowing faculty to experience learning from a student’s perspective. Below are the available options for completing QOTL (or equivalent training) to earn online teaching certification.

| Step 1 - Certification   |    |   |
|--|----|---|
| <p><b>QOTL 1</b> - This training is great for faculty who are brand new to online teaching, or brand new to Canvas. This is also a great option for faculty who haven't received an online teaching certification in more than 10 years.</p>   | OR | <ul style="list-style-type: none"> <li>• An Equivalent Training from Another College, Completed in the Last 3 Years*                             <ul style="list-style-type: none"> <li>◦ Training must have included Canvas LMS, online teaching pedagogy, RSI, accessibility training, and building an online course from scratch.</li> </ul> </li> <li>• @One's <a href="#">Online Teaching &amp; Design course</a>, Completed in the Last 3 Years*</li> </ul> |
| Step 2 - Re-certification (After 3 Years)  |    |   |
| <p><b>QOTL 2</b> - This training is meant for faculty who have completed QOTL 1 or an equivalent online teaching certification 3 years ago, and are ready to get re-certified. The content of QOTL 2 builds on the content of QOTL 1 and takes faculty to a more advanced level of online teaching training.</p> | OR | <ul style="list-style-type: none"> <li>• Submit your existing online course for <a href="#">POCR Course Review</a>, followed by alignment to the OEI Course Design Rubric;</li> <li>• Become a POCR Reviewer (and review 3 courses);</li> <li>• Complete the ZTC/OER conversion process for one course;</li> </ul>  |

- Complete 3 Facilitated (3 unit) @One Courses;
- Complete 5 Self-Paced @One Courses.

**Step 3 - Ongoing Quality Improvement (Every 3 Years)**

Every three years, repeat either QOTL 2 (you can choose a different course content pathway), or another equivalent componet(s) above, to maintain your online teaching certification.

The District Distance Education Advisory Committee (D-DEAC) is currently in the process of developing a new training, QOTL 3. More details about this additional option for Continuous Quality Improvement (beyond QOTL 2) are coming soon.

***\*If you'd like to apply for QOTL 1 equivalency,*** we invite you to fill out the [DE Questionnaire](#), then submit your course transcripts and your online (or hybrid) course for a consultative course review to ensure that your course is aligned with the OEI Course Design Rubric. To submit your transcripts, receive instructions for consultative course review, and to ask questions, please email our DE Coordinator Nada Nekrep at [nekrepn@smccd.edu](mailto:nekrepn@smccd.edu)

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