



## DE Certification (MQT) and Maintaining DE Eligibility (SQT)

*Approved by Academic Senate: Spring 2024*

### Timeline

- To be eligible to teach DE beginning Fall semester 2024, all requirements must be completed no later than August 16, 2024.
- To assist faculty with the training requirements of this MOU, training and outside training resources will be provided through July 25, 2024. See [list of workshops, EDIT courses and training](#).

### How do I get Certified – eligible to teach DE at EVC?

#### Through the end of 2024-2025 Academic Year (Transition to DE MQT-SQT MOU):

To obtain initial DE certification at EVC, you will need to complete the Minimum Qualifications Training (MQT) which is

- Successfully complete **EDIT 022** (or the equivalent @One courses)

This certifies faculty to teach online in Asynchronous (fully online) and Asynchronous hybrid modalities for 2 years.

**In addition**, faculty need to complete EDIT 015 (or EDIT 028 or @One Live Online Teaching and learning course) to be eligible to teach in Synchronous (zoom) and Synchronous hybrid modalities. Please note EDIT 028 sunsets December 2024.

#### Beginning 2025-2026 Academic Year (Aligned with DE MQT-SQT MOU):

To obtain initial DE certification at EVC, you will need to complete the Minimum Qualifications Training (MQT) which is

- Successfully complete **EDIT 022\***(or the equivalent @One courses)

This certifies faculty to teach online in Asynchronous (fully online), Synchronous, and hybrid modalities for 2 years.

\* By this time, EDIT 022 will be updated to include Synchronous training.

#### Please note:

- The DE boot camps only certified faculty to teach during the emergency. Faculty must complete EDIT 22 (or equivalent @One Certificate in Online Teaching and Design) to be DE certified at EVC.
- If faculty have completed EDIT 015 (or EDIT 028 or @Live Online teaching course) BUT HAVE NOT completed EDIT 022, they are not eligible to teach online.



## What do I need to do to maintain eligibility to teach online?

To maintain your eligibility to teach online, you will need to complete Subsequent Qualification Training (SQT) on a regular basis which is

- DE-related activities for **at least 4 hours every 2 years**. These activities must be approved by the DE committee and documented. See the list of pre-approved activities at the bottom of this document.

Faculty are responsible for keeping records of their DE courses, webinars, workshops, and other means of demonstrating eligibility. Please complete and **submit the DE Eligibility form** to provide documentation of your DE training once every two years.

## How do I know when to complete SQT?

The DEC recommends the following timeline on when you should complete SQT to maintain the 2-year cadence. This is based on the timeframe used by the Deans to assign classes and submit the course schedule.

- To teach for Summer and Fall, the certification must be done by prior intersession. For example, to teach Summer and Fall of 2024, the four hours must be completed by January 2024.
- To teach online for Spring and Intersession, certification must be completed by the previous Summer. So, to teach for Spring and intersession 2025, the four hours must be completed by August 2024.

**Note:** The refresher training (SQT) must be done on a 2-year cadence. Thus, training should be started and completed no more than one year before the eligibility date expires.

## Where is the DE Eligibility form?

The form for submitting documentation of DE related activities is housed in the faculty resource canvas course, [Innovation in Online Teaching and Learning\(IOTL\)](#). This is an open canvas course for EVC faculty and you can self-enroll by clicking on the above course link. The form is located on the homepage of the course – scroll down to the Maintaining eligibility for online teaching box and click on the DE eligibility form link.

## Why do I need to use the DE eligibility form?

By submitting your documentation through the DE eligibility form every two years, you will help maintain a record of your eligibility expiration date that you can access anytime and update the FEOT list.

## What is the FEOT list?

The Faculty Eligibility for Online Teaching (FEOT) list is a record of DE certification and eligibility expiration date for EVC faculty. The DE Coordinator maintains and reviews the Faculty Eligibility for



Online Teaching (FEOT) list and ensures in collaboration with the Office of Instruction and Vice-President of Academic Affairs that the list is updated and current. This list is updated three times a year (at the end of each term) based on the submissions in the DE form and sent to the Deans by the DE Coordinator.

### What activities/workshops/courses are pre-approved?

The following are a few examples of DEC (Distance Education Committee) approved workshops, professional development sessions, and courses related to DE. **This is by no means an exhaustive list.** If you intend to participate in a DE-related activity not listed here, please reach out to the DE Chair who will take it to the DE committee for approval. Please note that in general, self-paced non-facilitated courses or training do not qualify as refresher training.

- Attend Innovation in online teaching and learning (IOTL) workshops offered at EVC
- Attend DE sessions hosted by the DE coordinator at PDD
- Complete EDIT courses (EVC faculty get a fee waiver to take these courses)
- Complete instructor facilitated @One courses (they cannot be self-paced)
- Attend POOCR norming sessions (Please note: CVC requires certified POOCR faculty to attend at least two (2-hour) workshops each year)
- Attend CVC-OEI workshops on best practices in online teaching
- Attend training webinars offered by CCC Accessibility Center
- Attend Conferences related to DE
  - [CCC – TechConnect’s Online Teaching Conference \(OTC\)](#)
  - [InstructureCon](#)
  - Peralta Online Equity Conference
- Obtain ACUE Micro credentials related to online teaching.
- Curate/Create OER that is published on LibreText and adopted for teaching at EVC.
- Attend training webinars offered by CCC Accessibility Center
- Pre-approved Technology Training offered at SJECCD
- Complete selected Instructor facilitated courses related to online teaching from Coursera (Please check with DE coordinator)
- Equivalent DE Training offered at other community colleges (Please check with DE Coordinator)
- POOCR LITE review of faculty's online course (subject to funding)