



DE Certification and Eligibility Summary

Effective Date: Fall 2024

To teach Distance Education (DE) courses at EVC,

Initial Certification (MQT)

Successfully complete EDIT 022 or equivalent [@ONE courses](#).

Transition Period

To teach synchronously in Spring and Summer 2025, Faculty **also** need to complete EDIT 15 (or EDIT 28) to teach synchronously.

Maintaining Eligibility - Refresher Training (SQT)

Complete DE-related activities approved by DEC (DE breakout sessions at PDD, IOTL workshops, EDIT courses, webinars) totaling at least **4 hours every two years**.

Timeline

To maintain the 2-year cadence, training should be started and completed no more than one year before eligibility (date) expires. To align with the Dean's scheduling of classes, we recommend completing refresher training one term before your eligibility expires.

Documentation and Tracking

Faculty are required to keep records of their DE training and **submit documentation every two years via the DE Eligibility form**, located in the IOTL Faculty Resource Canvas Course. This process ensures that the **Faculty Eligibility for Online Teaching (FEOT)** list, which tracks certification status and eligibility expiration dates is updated. The updated FEOT list is shared with the Deans, VPAA and OAS at the end of each term.

Faculty Show and Tell Incentive

For each hour of DE session that faculty hosts, they get credit for 2 hours towards DE refresher training.

Compensation for DE training

For more details or queries please contact the Office of Academic Affairs (OAS)

- EVC Faculty get a waiver for taking EDIT 22, EDIT 15 and EDIT 28.
- EVC associate faculty should be compensated for the specific hours that they attended the DE training during PDD – whatever those specific, documented hours are; associate faculty should submit a timesheet.
- Additionally, associate faculty should be compensated for the specific hours spent hosting a DE training – there should not any embellishment of hours, overlapping of time, or doubling of hours.

References

[DE MQT-SQT Update Spring 2024](#)

[MOU Distance Education -AFT](#)