



## **Online Teaching Certification Policy and Maintenance of Certification**

Approved by the University of the District of Columbia Academic Senate April 26, 2011

As colleges and Universities embrace distance learning most of the successful models include a robust faculty development training model, a pre-deployment assessment and review of an online course, periodic re-reviews of online courses, and a maintenance of faculty teaching certification.

The Committee for Online Learning (C4OL) has carefully considered several models and proposes the following standards for the University of the District of Columbia. The Online Faculty Certification program provides training to help participants build their basic online course design, pedagogical, and instructional competencies using Blackboard.

A successful participant will complete the entire three-part program and be awarded a Certification and Gold Sash designating their accomplishments. To remain current, certified online instructors will need to continue their professional development by completing at least 4-Hours of professional development elective workshops each calendar year. The program is designed to be completed in one-semester, although faculty may opt to complete the program in two semesters.

### **Faculty Development Training Program and Certification (30+ 1+ 3 curriculum)**

Faculty who do not possess a current (certification earned within 5-years and having online instructional experience within the past 18 months) certification of online instruction will need to complete the UDC Online Certificate curriculum. This includes a tiered curriculum of online and face-to-face instruction.

#### **Requirements:**

- 1) Complete the 8-week online certification course (30-hours);
- 2) Complete at least 1 Quality Matters (QM) workshop: Build Your Online Course (BYOC- 4 hours); Build Your Blended Course (BYBC -4 hours); or Apply Quality Matters Rubrics (APPQMR -6 hours);
- 3) Complete at least one Bb 9.1 workshop at each of the three levels (Bb: Beginners; Bb Intermediate; Bb Advanced), or demonstrate competencies across three levels on the 16-point competency scale.<sup>1</sup>

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<sup>1</sup> 16-Point Bb Competency Scale: Competencies include successful demonstration of 16 core postings within a Bb course (1) Update profile; 2) insert image and contact information; 3) announcement posting; 4) assignment posted within the assignment manager function; 5) syllabus posting; 6) one discussion activity with a new thread created; 7) one graded discussion activity; 8) one quiz; 9) one survey or poll; 10) one journal entry; 11) enroll and deletion of one student enrollment; 12) grading one activity; 13) sending email and messages; 14) posting links, video, or external resources; 15) Links to University resources and the Disability services Center; 16) demonstrate one adaptive release assignment. Faculty must demonstrate competencies 14 out of 16 features. Required features include features: 1, 2, 3, 4, 5, 6, 7, 8, 11, 12, 13, 14, and 15; elective features include: 9, 10, 16.

4) Engage in continuing education and professional development: Faculty will be required to complete at minimum 4 hours of professional development annually and maintain a record of their professional development. If the professional development is provided by the Center for Academic Technology, LRD/CAT will maintain a faculty transcript of participation.

If a faculty member holds a Certification from another institution and has taught online within the past 18-months, they will need to provide evidence of their certification and demonstrate their competencies using Bb 9.1 across the 16-point competency scale (see footnote). Faculty must demonstrate competencies in 13 of the required features out of 16. Required features include features: 1, 2, 3, 4, 5, 6, 7, 8, 11, 12, 13, 14, and 15; elective features include: 9, 10, 16.

If a faculty member holds a certification for online instruction but the certification is more than 5-years old, and, if the faculty member has not taught within the past 18 months in an online format, they will need to be recertified.

(rev. 4/22/2011)