St. John’s University

Office of Online Learning and Services

**Waiver Application for Certification to Teach Online**

**Based on Prior Experience**

\*Please note, emergency remote teaching during the Spring 2020 semester due to COVID will not be considered as prior asynchronously online teaching experience.

Name: Date: \_\_\_\_\_\_\_\_

Email:

Phone:

Department:

School:

X number:

Below you will find the checklist of qualifications to apply for a Certification to Teach Online Based on Prior Experience:

I can provide evidence that I have:

A. Taught online asynchronously at an accredited Higher Education Institution within the last 3 years \_\_\_\_\_.

B. My asynchronous online course(s) included extensive asynchronous interaction \_\_\_\_\_.

C. I taught my asynchronous online course using a course management software and/or comparable tools (i.e., Blackboard, Canvas, WebCT, Moodle, etc.)

\_\_\_\_\_.

**If you answered “No” to any of these three qualifying statements you are not eligible for a waiver, please register for the next Online Teaching Essentials course through this link**:

<https://www.stjohns.edu/academics/online-learning/teach-online/online-teaching-essentials>

**If you answered “Yes” to all three qualifying statements,** please complete the following application and provide full descriptions to expedite the evaluation of your application. Feel free to attach additional pages or evidence, as necessary.

**Application for Certification To Teach Online**

**BASED ON PRIOR EXPERIENCE**

**Directions:**

If you answered “No” to any of the three qualifying statements on the first page you are not eligible for a waiver, please register for the next Online Teaching Essentials course.

**If you answered “Yes” to all three qualifying statements,** please complete the following application.

Please answer all of the questions below including the bullets required under question one.

When answering the following questions, you may attach additional pages to the application. Completing the application does not guarantee approval. Providing full and detailed information expedites the evaluation of your application.

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1. Please fully describe the formal training you have had in teaching online and/or hybrid courses. Note, it is required that this formal training be focused on the Pedagogy of Teaching Online NOT on the technical side of teaching, such as Blackboard training. You can review the [description of OTE](https://www.stjohns.edu/academics/academic-resources/office-online-learning-and-services/preparation-teach-online) to get a better idea of what we are looking for. This should include:

* Length of training (hours or weeks):
* Description of the course including course goals (major topics covered):
* Learning objectives of course:
* Activities or assessments completed in course:
* Mode (i.e., face to face, online):
* Institution name:
* Name of mentor (if applicable):
* Attach syllabus or link to the website describing the course you completed:
* Attach your certificate of completion and/or an email confirming your completion of any training(s) listed:

2. List the names of courses, including institutions and dates, where you have taught fully asynchronously online using distance learning pedagogy, within the past THREE years.

3. What specific methods have you used to promote student engagement and asynchronous learning in the courses you taught asynchronously online? Please describe fully.

4. Please list the course management software and tools (i.e., Blackboard, Canvas, Moodle, etc.) you have used to teach asynchronously online in the past three years?

5. Please provide a SYLLABUS as well as instructional artifacts from a course you taught asynchronously online within the past 3 years (screen shots, assignments, grading rubrics and links to course materials). At your consultation, please be prepared to conduct a tour of your most recently taught course.

PLEASE SEND THIS COMPLETED FORM TO:

Dr. Cynthia R. Phillips, CPA

Executive Director, Center for Teaching and Learning and

Office of Online Learning and Services

Associate Professor, Department of Accountancy

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