Teaching Online Certificate Equivalency

To maintain best practices and keep high standards in distance education at Cuesta College, faculty may either complete Cuesta College's Teaching Online Certificate (TOC) or apply for Online Teaching Certificate Equivalency by following the process below. Training must have been completed at another college or other educational organization within the last five years.

I.   If you complete the @One Online Education Standards and Practices (OESP) certificate program, you may submit a copy of your certificate for equivalency and you do not need to complete the rest of this form.

II.   If you are applying for equivalency to Cuesta College's Teaching Online Certificate, you must provide evidence that the training program met each the following objectives:
- Create and organize course and support material: *Example topics related to this objective: Modules, assignments, rubric, discussion board design, welcoming homepage, instructional videos.*
- Provide evidence of course policies: *Example topics related to this objective: Course syllabus and orientation module/materials to include course participation, communication policy, netiquette, time requirements, technical and student support resources, diversity and inclusion.*
- Implement course design that specifies and plans for regular and effective contact, which includes meaningful instructor-to-student and student-to-student communication/interaction: *Example topics related to this objective: Welcome letter, course access instructions, substantive feedback, regular/consistent use of discussion board, peer review, groups.*
- Apply universal design concepts to create accessible content within the campus sponsored LMS: *Example topics related to this objective: ADA compliance, Section 508 compliance, text and header styles formatting, LMS Styles formatting and accessibility checker, video closed captioning.*

If you meet one of the above, please:
1. Provide documentation of the program content relevant to the objectives and your completion of the program.
   a. Copy of certificate (Required)
2. And one of the following
   a. Screenshots from the training program of course objectives and content relevant to equivalency objectives listed on the form on page 2.
3. Link to the program webpage that specifies course objectives and content.
   a. Copy of course catalog / syllabus description of the training course

Fill out form, scan appropriate materials, and send Cynthia Wilshusen (cwilshus@cuesta.edu), Instructional Designer and Distance Education Coordinator

Instructor Name: _____ E-Mail: _____

Identify the training program you completed and how it meets **each** objective listed above. You may provide examples beyond those listed on the information page.

Fill out form, scan appropriate materials, and send Cynthia Wilshusen (cwilshus@cuesta.edu),
Instructional Designer and Distance Education Coordinator