

Online Teaching Certification Form

Faculty name: _____ Portal ID: _____

Section 1 – to be completed by faculty

Complete the Online Certification Assessment found at: https://www.fsw.edu/tlc/onlinecert	Date Completed: _____
I have demonstrated competency in the LMS by: (Check ONE and include documentation)	Date Completed: _____
<input type="checkbox"/> Meeting 95% of Canvas outcomes (<i>attach online certification assessment results</i>)	
<input type="checkbox"/> Completing FSW Growing with Canvas online training (<i>attach TLC certificate</i>)	
<input type="checkbox"/> Completing FSW Camp Canvas in-person training (<i>attach TLC certificate</i>)	

I certify that all information given above is correct and agree to uphold the FSW Guidelines for Online Learning.

Faculty Signature: _____ Date: _____

Section 2 – to be completed by the eLearning Coordinator

Suggested training for faculty to complete:
<input type="checkbox"/> Faculty mentoring with eLearning Coordinator
<input type="checkbox"/> QM – Creating Presence in Your Online Course
<input type="checkbox"/> QM – Improving Your Online Course
<input type="checkbox"/> DEV 101
<input type="checkbox"/> Other: _____

I have reviewed the faculty member's online teaching history and have met the faculty member to discuss online pedagogy and FSW institutional policies.

eLearning Coordinator Signature: _____ Date: _____

Section 3 – to be completed by the Academic Dean or Dept. Chair

I have reviewed the faculty member's online teaching certification and acknowledge that the faculty member has been certified to teach online classes.

Dean Signature: _____ Date: _____

Please return a signed copy of this form to TLC@fsw.edu to ensure that your certification is documented in the faculty Credentialing Manager.