

<https://www.craftonhills.edu/faculty-and-staff/online-teaching/instructor-verification-process.php>

## Instructor Verification Process

Toward the goal of ensuring the quality of our distance education program, Crafton Hills College has adopted specific requirements to verify that instructors are prepared to teach effectively in the online environment. The process is guided by the Distance Education Program Committee and Distance Education Faculty Lead.

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### Recommended Training

#### **Instructor completes either:**

- Crafton Hills College's facilitated DE training course, [\*Introduction to Online Teaching, Learning, and Accessibility\*](#) followed by the capstone micro-course, *The ABCs of Course Design*.

#### **OR**

- Two @ONE facilitated training courses as described on the [CHC Distance Education Training](#) page, one covering instructional strategies/course design and one covering accessibility, followed by the capstone micro-course, *The ABCs of Course Design*.

#### **OR**

- The @ONE *Online Teaching & Design Certificate* as described on the [CHC Distance Education Training](#) page. The CHC capstone micro-course is *not* required in addition to the capstone included in this certificate.

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### Equivalency

Instructors who have completed distance education training outside of CHC or SBVC will need to submit badges or certificates that verify *facilitated* training, completed within the last 3 years, with a focus

in online andragogy, including: *regular and substantive interaction, equity and culturally responsive teaching, basic course design, and ADA compliance*. Instructors possessing the above credentials will also need to complete a very brief (~1 hour) microcourse to demonstrate understanding of [CVC-OEI Course Design Rubric](#) instructional standards.

Canvas training alone does not meet CHC training standards; years of experience teaching in the online environment do not waive this requirement. As many surrounding community colleges have implemented similar requirements, some faculty may have completed training we can consider equivalent to part or all of the Crafton Hills College training. Such credentials must be reviewed by the Distance Education Faculty Lead and/or management (VPI and department Dean) before verification can be conferred.

Faculty who feel they may qualify for equivalency should contact the [CHC Distance Education Faculty Lead](#) for further information about how to submit their credentials.

### **CHC-SBVC Training Reciprocity Agreement**

Crafton Hills College Distance Education maintains DE training reciprocity with its sister school, San Bernardino Valley College. Online Faculty who have completed current equivalent requirements at San Bernardino Valley College may bypass DE training at Crafton Hills College.

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#### Questions

If you have any questions regarding the instructor approval process, please email the CHC Distance Education Faculty Lead ([DEFacultyLead@sbccd.onmicrosoft.com](mailto:DEFacultyLead@sbccd.onmicrosoft.com) or search DE Faculty Lead in Outlook).