ECC Online Training Waiver Application

Distance Education Program
(310)660-6453
distanceed@elcamino.edu

ECC requires all Instructors to have completed Canvas training and online teaching training in order to be assigned to teach an online course. These requirements can be met by completing the ECC Introduction to Canvas and Online Teaching Certification courses. They can also be met by completing the @ONE Introduction to Canvas and Introduction to Online Teaching courses. Evidence of completion of @ONE training must be provided to the DE Office. If you have completed training elsewhere and are currently teaching online, you may apply for a waiver by sumitting this form and meeting with the Distance Education Coordinator.

ECC Waiver Process

1. Complete this form and submit it to the Distance Education Office (distanceed@elcamino.edu) along with supporting documents.
2. The DE Office will contact you to schedule an appointment with the DE Coordinator to view and discuss your Canvas course/ modules. Please be prepared to discuss:
    a. Instructor presence and regular, effective contact with students.
    b. Varied and current use of instructional technology.
    c. Student collaboration and interaction.
    d. Accessibility of course materials.

Instructor Information:

Name: _____

Department: _____

Email Address: _____

Are you scheduled to teach online? If so, what are you scheduled to teach and when? _____

Waiver Request:

I am requesting a waiver for:

___Online Teaching Certification   ___ Introduction to Canvas Training   ___ Both

Please check all that apply and provide the relevant information and documentation.

___ Training at another college. College and year of completion: _____
    Please explain the content and length of the training: _____
    _____
    _____

    Please attach one the following: ___ Certificate of completion
                                       ___ Email or letter from the college's DE office or professional development office
                                           confirming completion of training

Distance Education: ECC Training Waiver ☐Approved ☐ Denied

DE signature: _____ Date: _____