



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 submitting 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:

___ Canvas Training

___ Online Teaching 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

___ Self-paced Training

Please explain where the training was offered, the content, and length of the training: _____

Please attach the following: ___ Evidence of completion of the self-paced training

Distance Education: ECC Canvas Training Waiver ☐ **Approved** ☐ **Denied**

DE signature: _____ Date: _____