Distance Education • Learning Resources Unit Procedures
Document Title: **ECC Canvas Training Waiver Application**
Last Updated: October 31, 2016 by the Distance Education Office
☒Draft ☐Final

If you have taught online courses using the Canvas Learning Management System or recently completed Canvas training, the ECC learning management system training requirement may be waived. The learning outcome for the Canvas training should be equivalent to those required by El Camino College.

ECC Canvas Training Waiver Process:
1. Complete and email this form with supporting documents to the Distance Education Office (DE).
2. The Distance Education Office may contact you for additional review, questions, or for further discussion.
3. After the DE Office review, your dean will notify you with the decision.

Instructor Information:

Name: _____   Department: _____

Email Address: _____   Faculty ID Number: _____

Class: _____   Semester: _____

Waiver Justification:

Please attach any certificates or completion documentation when submitting your application.

1. Training and certification was completed as follows:

   ☐ @ One Canvas Training
   ☐ Training at another College (*provide name and year of completion*): _____
   ☐ Other: _____
   ☐ Self-Paced Training. *(Must show site created to prove completion of training)*

2. For previous teaching experience **in Canvas**, please contact the Distance Education office and provide access to the Canvas course site for review.

Your division dean will receive notification of approval or denial.

Comments:

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

DE signature: _____   Date: _____

Please submit to: Gema Perez at gperez@elcamino.edu or H. Story at hstory@elcamino.edu