Online Teaching Certification Summary

Full website: https://www.umsystem.edu/ums/elearning/faculty-resources#teaching-cert

**Requirement:**

- UM System requires instructors teaching online courses to be certified prior to teaching online.

**Timelines:**

- Beginning on the **first day of the Fall 2021 semester**, certification for instructors of record who teach online classes will be required by the first day of the semester that those classes are being offered. "Only the primary instructor of an online course (must be certified). Guest lecturers, TAs, graders, class managers/coordinators do not need to be certified."

- New faculty/instructors will be given a one-semester grace period to become certified or recertified if they are assigned to teach an online class during their first semester as a faculty member/instructor and if they do not meet the certification requirements listed above. So, if a new faculty member is assigned to teach FA 21, they will be given until SP 22 to fulfill certification requirements.

- Recertification every 5 years, or 5 years from the time certification occurs.

**Who administers?**

- Office of eLearning (OeL) will track/provide an audit of online teaching certification.

- Provosts and their delegates will be the entities enforcing the certification and determining the consequences of not meeting the requirements. Instructors who teach online and are not certified will be marked as “unsatisfactory” in myVita in the Teaching category.

**Mizzou Administrators:**

- [Heather Hunt](mailto:heather.hunt@missouri.edu), Associate Professor of Engineering, Chair of Online Faculty Advisory Committee
- [Steve Graham](mailto:steve.graham@missouri.edu), Senior Associate Vice President for Academic Affairs, UM System
- [Matthew Gunkel](mailto:matthew.gunkel@missouri.edu), Chief eLearning Officer, UM System Office of eLearning
- [Matthew Martens](mailto:matthew.martens@missouri.edu), Associate Provost, MU

**CVM Support:** Laurie Wallace, Director CVM Online and Undergraduate Programs (WallaceLa@missouri.edu)

**Programs that can be used for certification:**

- [Online Teaching Certification Seminar](#)
  - Fully online, in Canvas
  - 6 weeks with multiple start dates
  - Fully online, in Canvas
  - Asynchronous, weekly schedule, facilitated by instructors from the Office of eLearning with opportunities for peer interaction throughout

- [Start Here 102: Best Practices in Online Instruction](#)
  - Required prerequisite: Start Here 101 [Start here 101 is no longer offered.](#)
Online Teaching Certification Summary

- 100% online, asynchronous with a weekly schedule. The course is facilitated by instructional designers from the Office of eLearning with opportunities for peer interaction throughout.
- 4 weeks, multiple start dates

Instructors who complete both Start Here 101 and 102 will be considered certified to teach online for five years from the date of completion of Start Here 102.

If you complete ONLY Start Here 101, you must complete 4 specific modules in the Online Teaching Certification Seminar to achieve certification.

- **Designed Online (replaces Online Teaching Foundations)**
  - Designed Online | Plan. Build. Teach. is a new online program for Mizzou instructors where you will create an online course that meets the standards of the Quality Matters online course quality rubric. **Benefit to this is that your course will already meet the requirements for approval of a new or revised online course.**
  - Participants should plan for an average 3-5 hour time commitment per week. Weeks 7-10 will require additional out-of-class time to build your course in Canvas.
  - Cohort-based
  - 100% online, in Canvas
  - Asynchronous
  - **10 weeks**
  - Weekly schedule
  - Actively facilitated (not self-paced)

- **Online Teaching Foundations – no longer offered.** However, those who completed this course from June 2015- August 2020 will be considered certified.

- **Extensive Online Teaching Experience** (online teaching for 5 years or more)
  - Required self-assessment will route instructor to either:
    - Online Teaching Certification Seminar or
    - Re-certification program.

- **Association of College & University Educators (ACUE)**
  - Available by application, requires statement of support from your Chair/Director. This endorsement must indicate support for your application and acknowledgement of your need to dedicate time to the program to be successful.
    - In order to participate, you will need to have taught at least one course in Fall 2019 and Spring 2020 semesters; be scheduled to teach at least one course in Fall 2020 and anticipate teaching at least one course in Spring 2021; and anticipate to teach at least one course in Fall 2021 and Spring 2022.
  - 25-week online course, plan for approximately 2-3 hours/week.
  - $1000.00 stipend for completion of program and data collection to support research project embedded in ACUE program.
  - Cohort based; 4 cohorts each academic year.
  - Predominantly asynchronous with weekly goals and a low number of synchronous sessions.
  - Contact: Kelly Holtkamp
Online Teaching Certification Summary

- **Advanced degrees from UM System within the last 5 years:**
  - Online Educator Graduate Certificate
  - Masters in Learning Systems and Design
  - Educational Specialist Degree in Learning Systems and Design
  - PhD in Information Science and Learning Technologies

- **Advanced degrees from outside UM System**
  - Within 5 years, recertification or transcript audit required
  - Older than 5 years, recertification required

Questions about whether your degree qualifies? Contact Heather Hunt, Chair of Online Faculty Advisory Committee Hunthk@mizzou.edu

Faculty/instructors coming into the UM System from external institutions:

- If they received training at another institution, they will need to take the recertification program
- If they have **not** received training at another institution, they will need to take the Online Teaching Certification Seminar

Recertification:

- Shorter course, focused on updated tools and technologies
- Every 5 years, from the date of the last certification
- Faculty/instructors may sign up for/take the recertification sooner than that, and then the clock will start over at that point