

North Orange Continuing Education Online Teaching Certificate Equivalency

Adopted by DE Committee, May 2, 2024

Adopted by NOCE Academic Senate, May 7, 2024

To honor the experience of faculty who have demonstrated training and online teaching experience at another institution, NOCE offers an equivalency process as an alternative pathway to clearing certification to provide online instruction at NOCE that complies with the NOCCCD Administrative Procedure outlined in AP 4105.

Process

Faculty shall apply for equivalency with the support/knowledge of the Associate Dean of the department for which they will teach online. An NOCE OTC Equivalency Application will result in one of the following options:

Option #1: Equivalency via NOCE-Approved Certifications

Should the faculty hold an online teaching certification from an agency listed in the NOCE Approved OTC Certifications list, that faculty member will automatically be granted equivalency. The faculty must also meet the following requirements:

1. Obtained online teaching certification in the last five years .
2. Taught online in the last three years.

Option #2: Equivalency via OTC Rubric Review

Should the faculty hold an online teaching certificate from an agency not listed in the NOCE Approved Certifications list, that faculty member can complete the NOCE OTC Equivalent Certificate Rubric. The process is as follows:

1. Faculty member completes NOCE OTC Equivalent Certificate Rubric that incorporates the [California Community Colleges Online Education Initiative Course Design Rubric](#). The rubric determines if the training for which the certification represents aligns with content, interaction, assessment, and accessibility sections in the CVC – OEI Rubric.
2. Appointed DE Committee members with OTC certification will review the submitted rubric. If equivalency is granted, the agency is added to the NOCE Approved OTC Certifications list. Equivalency is granted, and the faculty member may teach online immediately.
3. If the DE Committee determines that the certification does not fulfill all aspects of the NOCE OTC Equivalent Certificate Rubric, the faculty member must seek alternative trainings to qualify for online teaching:
 - a. NOCE DE Online Teaching Certification Course [planned]
 - b. @ONE 12-week Online Teaching & Design (OTD) course.
 - c. @ONE 4x4 and capstone:
 - i. Introduction to Course Design
 - ii. 10-10-10 Communication That Matters

- iii. Assessment in Digital Learning
- iv. Creating Accessible Course Content
- v. Capstone

Accessibility Requirement

Any faculty member granted NOCE OTC equivalency through Approved Certifications or OTC Rubric Review will be required to complete and pass the NOCE Accessibility Refresher course within one year of equivalency being granted.