



**Process for Credit for Prior Learning in Online Teaching  
Established April, 2014**

**To receive credit for prior learning and a certificate indicating you are prepared for online teaching at TAMUCC:**

Option A: Certificate of Professional Development in Best Practices for Online Course Design

Step 1: Instructor will make an appointment to meet with ODELT, via [odelt@tamucc.edu](mailto:odelt@tamucc.edu) or 361-825-2122

Step 2: ODELT will check off instructor capabilities using the Certificate of Professional Development and Continuity of Learning Workshops Session Tracking form. Instructor will attend any workshops that s/he does not receive credit for.

Step 3: Instructor will view accessibility and copyright videos before taking corresponding quizzes. Their grade will be recorded in iTeach\_Online.

Step 4: Instructor will receive Certificate of Professional Development in Best Practices for Online Course Design after s/he has received credit for all 26 workshops which are part of the week-long training, and s/he has passed the accessibility and copyright quizzes.

Option B: Certificate of Course Design and Development

Step 1: ODELT staff would review instructor's course using the Online Course Review Form, Accessibility Checklist, and copyright guidelines.

Step 2: Instructor will view Accessibility and Copyright videos before taking corresponding quizzes. Their grade will be recorded in iTeach\_Online.

Step 3: Instructor will receive Certificate of Course Design and Development after their course has passed review by ODELT, and they have passed the accessibility and copyright quizzes.