



## Waiver Provisions for Adding the Online Teaching Certification Endorsement

Office of Virtual Education

Online Teaching is an optional specialized certification endorsement intended to enhance an educator’s skills and knowledge beyond that required for traditional teaching and to prepare the individual to teach classes within an online environment. The online endorsement is only valid for educators to teach in the specific content area(s) in which they are certified.

Coursework required to complete this endorsement may be waived and certification in Online Teaching granted for teachers who have successfully taught three online courses through an accredited educational institution or professional development program that meets the following requirements:

1. The courses must have been taught within three calendar years of the date of application for the waiver.
2. The courses must have been designed to be delivered in a fully online course format.
3. The courses must have been delivered utilizing fully online facilitation methods.
4. The duration of the courses must have represented an entire credit of academic course work.

This is to certify that \_\_\_\_\_ (CID \_\_\_\_\_ ) qualifies to have the coursework waived to add the Online Teaching certification endorsement based on having taught the following three online courses:

Name of Course	Grade Level	Institution Name	Dates

Waiver applicants must submit a signed verification statement from a school administrator on school letterhead that states: the name of the course(s) taught online, the applicant’s certification number and the date that the courses were taught online at their institution. The courses must be taught within the three years prior to making the request.

\_\_\_\_\_  
Date

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