

Prairie View A&M University
Online Instructor Certification Requirements

I. Certification to Teach Online Courses

Test-Out Criteria

- If faculty has prior web-assist course experience, we will determine by evaluating the prior course(s) if faculty can test out or not.
- If coming from another university, must attend a face-to-face evaluation to determine if faculty can test out or not.

Face2Face Criteria

Faculty must have taught a web-assist course or an online for at least one semester.

If faculty does not meet these Test-Out or Face2Face criteria, they cannot be certified to teach an online course at PVAMU.

II. Re-Certification to Teach Online Courses

Faculty must have taught an online course at PVAMU within the last 12 months.

Test-Out Criteria

- If faculty has prior web-assist course experience within the last 12 months at Prairie View A&M University, we will determine by evaluating the prior course if faculty can test out or not. There will only be one chance to pass the Test-Out exam.

If faculty does not meet Test-Out criteria or fail Test-Out exam, face2face training is required.

If faculty does not meet these Test-Out or Face2Face criteria, they cannot be certified to teach an online course at PVAMU.

III. Advantages to Training to Develop an Online Course

Includes the following:

- Certification to Teach Online Courses (certificate included)
- Completed paper work
- Industry standard online course pedagogy training
- Hands on experience using course management system (CMS) – WebCT/Blackboard
- Able to effectively incorporate WebCT into currently taught face2face courses
- Membership to the PVAMU Online Faculty Group (certificate included)
- Subscription to Online Faculty Newsletter

CERTIFICATION TEST-TRACK FLOW CHART

