

FAQs for Teaching Online Certification (TOC)

Q: Do I need to be certified by the Teaching Online Certification (TOC) course in order to teach online in fall 2020? Who will determine this?

A: Yes, you either need to have taken TOC over the summer or be registered for the course in the fall. Your supervisors will confirm that you have the training.

Q: I have tons of teaching experience, why do I need to be certified to teach online?

A: If you have experience from another college or took a previous training, please let your associate dean know so that we can input the information into banner.

Q: I taught the last half of the spring 2020 semester online and it went well, so why do I need to be certified to teach online?

A: There are many different aspects, learning theory, tools, and ways to assess and engage students in an online course that is different than teaching face-to-face. Also as part of accreditation, we have stated that our faculty are certified to teach online. This training helps us to verify that you are qualified to teaching online.

Q: What if I'm not currently certified and can't take TOC this summer, but need to teach my classes online in the fall?

A: As long as you are registered for a fall TOC course, you will be fine. You must successfully complete TOC to continue to teach online after the fall term.

Q: Who is eligible to get a stipend for successfully completing the Teaching Online Certification (TOC) course?

- A:
1. Full-time and Adjunct Faculty members who successfully complete (pass) the TOC course between April 24, 2020 and August 7, 2020 will receive a \$300 stipend.
 2. Adjunct faculty who successfully complete (pass) the TOC course during the fall 2020 semester will receive a \$300 stipend.
 3. Full—time Faculty who complete the course in fall 2020 will not be able to collect a stipend, but can count the TOC course as part of their 32-day plan.

Q: How much is the stipend?

A: \$300

Q: How will I be paid?

A: When you complete the course successfully, the CTE will send a notification to your department supervisor, then they will request the \$300 stipend to be released to you the same way you collect your pay check. It may arrive to you separately, or in a subsequent paycheck.

Q: How long is TOC?

A: TOC is a 9-week course. Participants should expect to spend 5-8 hours per week working on TOC.

Q: How do I register for TOC?

A: <https://www.lcc.edu/cte/toc/>

Q: What if I've already taken TOC or have a certification from somewhere else?

A: Please notify your supervisor so that this information can be put into banner. You will need to let your supervisor know the year and date of when you took TOC/or comparable course. If you've received alternate certification somewhere else, you will need to provide the name of the institution and the date. You can take TOC as a refresher, but since you are already certified, you will not be able to collect the stipend.

Q: If I complete half of the TOC course can I get half of the stipend?

A: No, you must complete the full course successfully to receive the stipend.

Q: What if I can't complete the TOC course and need to withdraw, but I'm teaching online in the fall?

A: You should notify the TOC facilitator and your supervisor. You will not be able to collect the stipend. You will not earn the Teaching Online certification. You will also need to sign up for and successfully complete TOC in the fall semester to be allowed to teach online after the fall 2020 semester.

Q: Will I be certified to teach online if I finish the course, but do not successfully "pass".

A: No you must successfully complete the course to be considered certified.

Q: Who teaches the TOC courses?

A: TOC sessions are facilitated by LCC faculty members who are certified and have online teaching experience.