New Distance Learning Certification Requirements

Digital literacy is an essential skill employers want to see in their employees. The ability to understand basic technology, research independently online, use collaboration tools, teach others about technology, and adapt to changing technologies are skills adult learners need to be successful in the workplace. The Distance Learning Certification has been updated and is designed to provide the knowledge and skills to integrate technology into the curriculum and expand access to adult education services through distance learning.

This process will replace the former certification process and is required of *all* Adult Education instructors and designers regardless of being certified in Distance Learning prior to June 2023. This change will ensure that all instructors and designers have the same essential knowledge to use Canvas effectively. The required certification courses will be offered through Arkansas Adult Learning Resource Center (AALRC). Participants can register for the sessions by clicking this link - http://www.escweb.net/ar_escLinks to an external site. and entering the session ID listed below. The AALRC contact is Dr. Shelia Wilkerson, and she can be reached via email at shelia@aalrc.org.

New Distance Learning Certification Requirements:

All Adult Education instructors and course designers must complete the new Distance Learning Certification process by June 30, 2025. After completing each course, you will receive professional development credits from AALRC.

Initial Distance Learning Certification:

1. Successful completion of the Canvas Basics Course (self-paced online *or* face-to-face). Participants must complete a summative assessment at the end of the course with an 80% or better to receive the course certificate. Four (4) hours of professional development.
2. Successful completion of the Growing with Canvas course (self-paced online). Six (6) hours of professional development.

After completing the Canvas Basics Course and the Growing with Canvas course, instructors who wish to design their own courses in Canvas must submit them to the state office for approval before being used as a standalone distance learning course.

Continued Distance Learning Certification:

1. Successful completion of Growing with Canvas course Policy Module, Online Teaching Module, and New in Canvas Module at least once every two years after initial certification. As a courtesy, Distance Learning will notify you when you will be required to complete the recertification process. Other Distance Learning training and professional development opportunities (state-provided workshops, webinars, conferences, etc.) will be available.

Instructors and course designers who do not complete the Initial Distance Learning Certification by June 30, 2025, will not be certified.

Canvas Basics Session IDs:

Session ID: 507700 - August 31, 2023 (face-to-face session at AALRC from 12:00 p.m. to 4:00 p.m.). Registration closes on August 31, 2023, at 12:00 p.m.

Session ID: 507735 - October 1, 2023 – December 31, 2023 (self-paced online). Registration closes on October 1, 2023. You will have until December 31, 2023, to complete the course. Course instructions will be emailed after registration closes.

Session ID: 507736 - January 1, 2024 - March 31, 2024 (self-paced online). Registration closes on January 1, 2024. You will have until March 31, 2024, to complete the course. Course instructions will be emailed after registration closes.

Session ID: 508575 - April 1, 2024 – June 30, 2024 (self-paced online). Registration closes on April 1, 2024. You will have until June 30, 2024, to complete the course. Course instructions will be emailed after registration closes.

Growing with Canvas Session IDs:

Session ID: 507745 - October 2, 2023 – December 31, 2023 (self-paced online). Registration closes on October 2, 2023. You will have until December 31, 2023, to complete the course. Course instructions will be emailed after registration closes.

Session ID: 507746 - January 2, 2024 – March 31, 2024 (self-paced online). Registration closes on January 2, 2024. You will have until March 31, 2024, to complete the course. Course instructions will be emailed after registration closes.

Session ID: 508577 - April 2, 2024 – June 30, 2024 (self-paced online). Registration closes on April 2, 2024. You will have until June 30, 2024, to complete the course. Course instructions will be emailed after registration closes.

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