**Transcript Review Worksheet**

**5440-25 Online Teaching Specialist**

The holder is authorized to teach students from a distance who are enrolled in online coursework. This endorsement is an add-on endorsement only and is limited to holders of PK-12 endorsements whose employment is considered teaching experience. The holder's area of online instruction and instructional level shall be indicated on the endorsement.

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Educator ID#: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Add Endorsement  Course Audit**

Please note that the transcript review worksheets indicate only the endorsement competencies that must be met. There may be additional jurisdictional requirements.

For a full list of requirements, please consult the [Rules Governing the Licensing of Educators](https://education.vermont.gov/documents/educator-quality-licensing-rules)

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| **Content**  **Topic** | **College/**  **University** | **Course**  **Name/Number** |
| **1. Knowledge Standards:**  **1.1 Demonstrates knowledge of how to plan, deliver, and evaluate online instruction as delineated in current national professional standards and as reflected in Vermont’s Framework of Standards. Specifically, the educator understands and/or knows:** |  |  |
| 1.2. Central concepts – central concepts and current and developing theories that are central to the field of online teaching and learning. |  |  |
| 1.3. Technology Skills- A continuum of technologies relevant to the online learning environment both existing and emerging, that effectively support student learning and engagement in the online environment |  |  |
| 1.4. Teaching in an Online Environment- principles of effective online instruction and strategies that promote creativity and innovation in virtual environments |  |  |
| 1.5. Legal and Ethical Practice- Legal and ethical online behavior related to technology use |  |  |
| 1.6. Accommodating Students with Special Needs- Legal mandates stipulated by Americans with Disabilities Act (ADA), the Individuals with Disabilities Education Act (IDEA), and Section 508 requirements for accessibility including how to adapt curriculum, instruction, and assessments to accommodate students with special needs in the online environment |  |  |
| 1.7. Online Assessments- How to design, develop, and implement online assessments to accurately measure student learning and how to evaluate relevant data |  |  |
| **2. Performance Standards:**  2.1. Implements a comprehensive, standards-based curriculum in subject area of educator’s endorsement that incorporates technology standards and enables students to acquire content knowledge and skills. Specifically, the educator: |  |  |
| 2.2. Uses a range of technologies relevant to online learning environments to support student learning that are appropriate to students’ ages and abilities, such as multimedia, synchronous and asynchronous communication technologies, and Open Education Resources (OER) |  |  |
| 2.3. Establishes clear expectations, employs effective, prompt communication, and provides regular feedback to students in a variety of formats. |  |  |
| 2.4. Creates personalized, online learning environments for students that encourage active learning, real- world application, participation, and collaboration including collecting and using student data from the learning management system to inform instructional improvements |  |  |
| 2.5. Models and manages safe, legal, and ethical online behavior |  |  |
| 2.6. Adapts curriculum and instruction to meet diverse student needs in the online environment, including accommodating students with special needs |  |  |
| 2.7. Organizes materials, instruction, and procedures to online meet standards-based and personalized learning goals |  |  |
| 2.8. Creates and implements a variety of assessments in online learning environments in ways that ensure academic integrity and that accurately demonstrate student learning |  |  |
| 3. A minor, or the equivalent, in online instruction, half of which may come from the content endorsement area | | |
| 4. A minimum of a practicum, or the equivalent, in online instruction in the area of the instructor’s teaching endorsement at the K-12 level. | | |