# **SPOT Certification Reinstatement – Proposed Process**

Objectives: To set forth a process for SPOT certification reinstatement if the deadline for SPOT recertification passed.

Current process: SPOT-certified faculty must be recertified every four years by attending four

hours of distance-learning related training. The recertification “clock” starts running as of August 1 and the recertification deadline is July 31. Faculty who were SPOT certified before August 1, 2016 just completed their recertification cycle. See table below for certification and recertification due dates.

# **Recertification schedule**

|  |  |  |
| --- | --- | --- |
| Date range that faculty were SPOT certified ***or*** re-certified | Due date for SPOT recertification | Recertification good until |
| Before August 1, 2016 | July 31, 2020 (moved to December 31, 2020 due to the pandemic) | July 31, 2024 |
| August 1, 2016 – July 31, 2017 | July 31, 2021 | July 31, 2025 |
| August 1, 2017 – July 31, 2018 | July 31, 2022 | July 31, 2026 |
| August 1, 2018 – July 31, 2019 | July 31, 2023 | July 31, 2027 |
| August 1, 2019 – July 31, 2020 | July 31, 2024 | July 31, 2028 |
| August 1, 2020 – July 31, 2021 | July 31, 2025 | July 31, 2029 |
| August 1, 2021 – July 31, 2022 | July 31, 2026 | July 31, 2030 |

# **Reinstatement Proposal**

The Distance Learning Committee recommends the following policies to address faculty who did not meet the deadline for SPOT recertification by the deadline:

1. Faculty may not be assigned online classes if their SPOT certification has lapsed. They must complete recertification before being assigned online classes. (This applies to scheduling during normal semesters, not impacted by emergency pandemic processes.)
2. Faculty must complete four hours of approved trainings and submit their training evidence via the approved channels.
3. The deadline for the faculty member’s future four-year recertification due date will remain based on their original recertification date, not the reinstatement date.
4. If the faculty does not complete recertification within their next four-year cycle, they will lose the ability to be recertified and will need to retake SPOT.

Example: A faculty’s SPOT recertification is due July 31, 2021. They do not submit evidence in time to meet this deadline.

* + The faculty’s SPOT certification is suspended and they may not be assigned online classes (#1 above) until they complete recertification.
	+ The faculty completes the rest of their SPOT-recertification approved courses in 2022 and submits evidence by July 31, 2022 – one year past their deadline (#2 above).
	+ The faculty is reinstated but their next SPOT recertification due date remains July 31, 2025, which aligns with their original recertification schedule. In other words, they now have three years to complete recertification instead of four because they were a year late submitting their evidence. Late recertification does not move forward their next recertification date (#3 above).
	+ If the faculty does not complete recertification by July 31, 2025, they lose the ability to be recertified and will need to retake and pass SPOT (#4 above) before they can be assigned another online class.

Sincerely,

Carol Impara

Distance Learning Coordinator

on behalf of the Distance Learning Committee