eCertification Instructions

1. Instructors with online teaching assignments must complete three steps in order to be a Barton eCertified Instructor Certificate.
2. Successfully complete the BOLT 101 Admin Training course.
* Modules cover Procedures, Policies, Assessment, eCourse Evaluation Process, eCertification, & Administration.
* The course is designed with a series of gates that require a passing score of 80% or higher prior to the next unit being available in the course.
* Once all modules are successfully completed, the instructor will then have successfully completed the BOLT 101 course.
1. Successfully complete BOLT 103 Course Roadmaps Training course.
* Modules cover the Course Syllabus, Orientation, Shell, Assessment, Content, Learning Style, and Interaction.
* The course is designed with a series of gates that require a passing score of 80% or higher prior to the next unit being available in the course.
* Once all modules are successfully completed, the instructor will then have successfully completed the BOLT 103 course.
* Instructors must complete this course prior to requesting a course shell to build their course.
1. Successfully complete the eCourse Improvement Process for one course.
	* + Request a course shell & template using the form at the end of the 103 course. This shell and template will contain an orientation that has universal content that will require instructor and course personalization.
		+ Personalize the orientation and build the first module of course content. Completing the orientation allows the instructor and a reviewer a “first look” to address design issues or misunderstandings before a full course design.
		+ Request a review of the completed orientation. The instructor will receive a completed review checklist, which contains the courses passing status, as well as explanations of needed revisions.
		+ After completing course edits, based on the feedback, request a final review. The instructor will again receive a completed review checklist. This checklist will contain a copy of the completed rubric, the course passing status, as well as explanations of revisions needed to move forward. The Director of Instructional Excellence or the Instructors’ supervising Dean will address any requests for exemptions from rubric standards.
2. For instructors who are already eCertified, please submit a completed course for full review via the eCourse Improvement Process. Instructors may request a review of the course. From the date the eCourse Improvement Process begins, the hiring Dean reserves the right to a 6-month time limit for the class to have successfully passed the process. After this period, another instructor may be hired to complete and instruct an incomplete course