**Online/Hybrid Faculty Certification Waiver Form**

All faculty are required to complete professional development ahead of teaching online or hybrid courses, details of which can be found at the [Pew FTLC's website](https://www.gvsu.edu/ftlc/onlinehybrid-teaching-2020-faculty-workshop-options-346.htm). This form should be used to request waivers of this professional development requirement for faculty who have completed workshops, coursework, or other trainings outside of those options listed by the Pew FTLC.

**DIRECTIONS:** Unit heads should complete and sign this form and forward it to the dean, who approves the form and sends it to Ellen Schendel, Associate VP for Academic Affairs at [schendee@gvsu.edu](mailto:schendee@gvsu.edu). Please attach to the email evidence of completion—certificates, email confirmation from offering institution, transcript, etc.

Faculty member’s name: Click or tap here to enter text.

Faculty member’s Unit: Click or tap here to enter text.

Faculty member’s Email address: Click or tap here to enter text.

Titles and descriptions of workshops or coursework as basis for waiver. If available, add link(s) to descriptions of workshops/coursework.

Click or tap here to enter text.

Date workshops/coursework completed: Click or tap here to enter text.

Institution at which workshops/coursework completed: Click or tap here to enter text.

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| Unit Head |  | | Dean |  | |  | Associate Vice President for Academic Affairs |