



**CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT**  
**Office of Academic Services**



**Application for Exemption from District Sponsored Online Instruction Training (Article 19H)**

(Please Print)

**Instructor Name:** \_\_\_\_\_

**Discipline:** \_\_\_\_\_ **College:** \_\_\_\_\_

**Course:** \_\_\_\_\_ **Semester Scheduled:** \_\_\_\_\_

This form is used to apply for exemption to be eligible for assignment to a course being taught in DE format by this instructor for the first time.

Indicate basis for exemption, based on Article 19H criteria:

@ONE Online Teaching and Design Certificate completed (date) \_\_\_\_\_

CVC-OEI Aligned Course: Course Name \_\_\_\_\_

Aligned date \_\_\_\_\_ attained at (institution name) \_\_\_\_\_

Online Training Program at another institution:

College Name \_\_\_\_\_ Course Name \_\_\_\_\_

Please attach one or more of the following documents as evidence of completed training:

Training Course Syllabus

Training Course Outline

Completed Assignments for training course

See, for example, this [list of training topics that should be covered](#) from the LPC Online Course Development Program.

Other Comments or relevant information, please specify a list of topics in which you were trained if not covered above (eg, training obtained in another district, etc. Please specify dates.)

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Contact information:**

Print Name: \_\_\_\_\_

Home Phone: (\_\_\_\_\_) \_\_\_\_\_ Alternative Phone: (\_\_\_\_\_) \_\_\_\_\_

District E-mail address:  
 \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Important: If circumstances change after submitting this exemption form, it is the responsibility of the unit member to contact their Administrator to update the information given herein.**

Division: \_\_\_\_\_  Chabot  LPC Dean's

signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Vice President's signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Please return completed forms to your Administrator in hardcopy, or via Email.**