**FSU Online Quality Initiative | Steps to Certification**

**How to Get a Course FSU-Certified**

Step 1. Learn

Before applying to a certification cycle, complete the prerequisite Quality Matters-facilitated training on applying the QM rubric (APPQMR). In the workshop, you’ll learn strategies for applying QM standards in an online course.

QM offers several virtual workshops so you can choose the one that best fits your schedule. If you have already completed the APPQMR course, you have met the training prerequisite for admission to the course certification process and can apply for course certification at any time.

[Register >](https://odl.fsu.edu/appqmr-training)

Step 2. Apply

We offer several certification cycles per year:

* After completing the required APPQMR virtual workshop, apply to certify a course by visiting [odl.fsu.edu/certify-my-course](https://odl.fsu.edu/certify-my-course) (or tap the Apply button below).
* Once you’ve reviewed the certification schedule, complete and submit the online application.
* If selected for admission, you’ll receive a stipend offer via email. Review and agree to the offer terms by the provided deadline.

[Apply >](https://odl.fsu.edu/certify-my-course)

Step 3. Prepare

Once a course is admitted to a certification cycle, we’ll evaluate its review readiness and provide personalized guidance on preparing for a successful QM review:

* You’ll attend three, required 1 ½-hour workshops designed to provide practical guidance on the course preparation process (see the Course Certification Schedule on the FSU Online Quality Initiative webpage for dates).
* Course support specialists trained in course accessibility will work with you to create a plan for addressing any inaccessible materials.
* Our technology team will provide you with a Canvas course development site. Follow the guidance from your ODL faculty contact and course support specialist to prepare the course for review, being careful to make all edits in the provided development site. This is where we will address inaccessible files and QM reviewers will conduct their review.
* When you’ve completed all course revisions, use the QM Readiness Review checklist provided by your ODL faculty contact to explain how you addressed each standard. Follow instructions in the checklist to submit it by the deadline posted in your offer letter.

Step 4. Review

When the course is review ready, we’ll submit a course review application to QM to initiate the official review process.

* Upon QM approval of the application, you’ll be asked to fill out a course worksheet and upload it to QM’s Course Review Management System.
* QM will then assemble and assign a peer review team, schedule a pre-review conference call with you, and begin the course review.
* Once the review is complete (typically within 6-8 weeks), the QM review team will provide feedback and indicate areas where additional revisions are needed. You’ll have up to 14 weeks to amend the course, and our team will continue to support you through this last step in the review process.

Don’t be discouraged if the course needs amending! This is an expected phase in the process: The constructive feedback will help you make final, structural revisions to the course design that promote student success and make all the hard work worth the effort.

Step 5. Certify

Although not a requirement for QM certification, standard 8.4 must be met for a course to receive FSU high-quality certification. Once a course passes the QM review (including standard 8.4), we’ll certify it as an FSU high-quality course and process your stipend.

In addition to digital credentials from QM for achieving course certification and completing the APPQMR course, you’ll receive recognition from the provost for your commitment to academic excellence in a distance learning course. Students will benefit from active learning opportunities, easier navigation, and more accessible content.

My course is certified. What’s next?

All online courses are certified on a five-year cycle. Please be aware of the following considerations when offering a quality-certified course:

Course Offering

Once a course is designated as a quality course, any offering of the course must use the reviewed, certified course to retain that designation.

Substantive Changes

Any substantive (more than 15% of the course content/design) change to the course once it has been certified must be communicated to ODL by emailing odl-quality@fsu.edu. A substantive change will necessitate a new review and certification.

Certification Renewal

The renewal date is calculated by adding five years to the semester or term the certified course is first offered. For example, if the certified course is first offered Spring 2022, the last term it can be offered without renewing certification is Spring 2027.

Accessibility

Please be aware that meeting the required standards for certification does not guarantee or imply that any specific federal or state accessibility regulations are met. Instructors are still responsible for ensuring that all course content meets accessibility standards and for providing reasonable accommodations to any student who has registered with the FSU Office of Accessibility Services and has presented a letter of accommodation.