

Online Course Design and Instruction (OCDI)

Student Name: _____

Student ID: _____

First, apply to become a CNM student, with a certificate or degree program listed as your intended major. Next, submit all required documents, listed below, to Enrollment Services at CNM Main Campus, or email askgrad@cnm.edu with all required documents attached.

Required Documents for requesting CPL:

1. A completed, signed Online Course Design and Instruction (OCDI) CPL Form (this form),
2. A copy of your government issued ID, **and**
3. A current and valid CNM Ingenuity, Inc. Certificate of Completion for completing all of the trainings or your CNM Ingenuity, Inc. transcript showing completion of each training you completed and for which you are requesting credit, as listed below.

*Licenses and/or certifications are checked for validity through their corresponding agency.
Incomplete or invalid requests will not be processed.*

Please indicate your completed trainings and for which you are submitting the corresponding documentation.

If you successfully completed the following CNM Ingenuity, Inc. Training(s):		You will receive credit for:
<input type="checkbox"/>	Introduction to Teaching and Learning Online	TLOL 1010 – Introduction to Teaching and Learning Online (2 Cr) Total: 2 credit hours
<input type="checkbox"/>	Online Curriculum Design and Instruction	TLOL 1015 – Online Curriculum Design and Instruction (3 Cr) Total: 3 credit hours
<input type="checkbox"/>	Assessing the Online Learner	TLOL 1020 – Assessing the Online Learner (2 Cr) Total: 2 credit hours
<input type="checkbox"/>	Instructional Resources for Teaching Online	TLOL 2025 – Instructional Resources for Teaching Online (1 Cr) Total: 1 credit hours
<input type="checkbox"/>	Communication and Engagement in Online Learning	TLOL 1030 – Communication and Engagement in Online Learning (2 Cr) Total: 2 credit hours
<input type="checkbox"/>	Universal Design - Elements of Accessibility	TLOL 1035 – Universal Design – Elements of Accessibility (1 Cr) Total: 1 credit hours

Statement of Understanding

I confirm that am a current CNM student and I have a declared major to which this credit will apply. I am using the attached documents as evidence of my prior learning. I understand that I must still complete CNM graduation residency requirements and that CPL counts toward the [maximum time frame](#) standard of academic progress for financial aid. I realize that my request for CPL will not be completed if I do not submit my request to Enrollment Services or to askgrad@cnm.edu with this completed form, and all required documents listed above. Further, I understand that credit earned through CPL may not be accepted at another college or university and it is my responsibility to contact any institution in which I intend to transfer to inquire into their policy on accepting CPL awarded at CNM.



Student Signature

Date

FOR CNM OFFICE USE ONLY

Processed by

Date Processed