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| **Adjunct Faculty**  **Distance Education Training Agreement** |

Central Carolina Community College (CCCC) is committed to providing high quality distance education opportunities for its students. Therefore, teaching excellence, supported by qualified and well-trained faculty, is primary at CCCC. To ensure excellence in distance education instruction, each adjunct instructor is required to complete specified training sessions prior to teaching a course that is delivered predominantly via the Internet.

The adjunct instructor agrees to successfully complete Blackboard Levels I and II through CCCC’s Distance Education department.

Central Carolina Community College agrees to the following terms:

1. Maintain updated training that is accessible to adjunct instructors.
2. Provide payment of $150.00 for ten (10) hours of Blackboard Levels I and II training.

*Please complete:*

Thank you for providing your experience and skills in the CCCC online classroom. We look forward to working with you to expand opportunities for our students.

I acknowledge that I have read and understand the training requirements contained in this Adjunct Faculty Distance Education Instructor Training Agreement. I agree to complete all training prior to teaching a CCCC distance education course.

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*Part-time Faculty Member’s Name (Please Print) Datatel ID*

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*Part-time Faculty Member’s Signature Date*

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*Department Chair/Program Director’s Signature Date*

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*Program Dean’s Signature Date*

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| DISTANCE EDUCATION USE ONLY:  Number of Training Hours Completed: \_\_\_\_  Amount to be Paid to Part-time Faculty Member: $\_\_\_\_\_\_\_\_\_\_\_\_\_  Budget Code for Payment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *Director of Distance Education’s Date*  *Signature* |
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