

University of Hawai'i at Mānoa  
College of Education

**Graduate Certificate in Online  
Learning & Teaching (COLT)  
Handbook**



*(Please note the handbook provides general guidelines and procedures but is subject to change without notice and final decisions regarding the LTEC-GCERT is up to program advisors and the Department of LTEC.)*

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## **Program Background** [\[Back to TOC\]](#)

Starting in 2015, the Department of Learning Design and Technology began its Certificate in Online Learning & Teaching program. This program was built on an earlier specialization in educational technology within the UHM College of Education's MEd in Education that had been offered since 2007.

Our program prepares students to create resources for teaching and learning through diverse media as well as integrate technology into educational environments, including online learning.

Students explore such areas as educational games, social media, mobile applications, web design, online learning systems, and more emerging technologies within the context of designing effective, efficient, and engaging learning and teaching. The program places emphasis on applications of technology in educational settings rather than simple technical skills. Individuals from diverse backgrounds can immediately apply what they learn to their particular context.

Graduates of the program have found professional positions in formal educational settings such as schools and universities as teachers, curriculum developers or instructional designers, as well as in industrial or commercial enterprises, or in governmental or private entities (such as public health or social agencies) which engage in training activities of their personnel or clients.

### **Delivery Options** [\[Back to TOC\]](#)

All courses for the COLT program are offered fully online. Students may opt for campus courses for electives, but this is not required. Courses follow the UHM semester schedule and are offered in fall, spring and summer semesters. Some courses may require attendance at live online sessions in the evenings (Hawaii Standard Time). The COLT program requires 15 credits (three core and two elective courses).

### **What is LTEC?** [\[Back to TOC\]](#)

Learning Design and Technology covers a broad area, from formal educational settings such as schools and colleges, training in multiple workplace settings including performance support systems, and informal and personal learning environments. While most people think of technology as digitally based, in fact, within the field technology is recognized as being many kinds of tools as well as the processes within which such tools are used. Even a book or pencil can be seen as a "tool" within this definition, and education incorporates many kinds of technologies to support learning and teaching.

The LTEC department is associated with the field's international professional association, the Association for Educational Communications and Technology (AECT). AECT still uses the older term, "educational technology," but the definition remains appropriate for the areas addressed within the Certificate:



***Educational technology is the study and ethical practice of facilitating learning and improving performance by creating, using, and managing appropriate technological processes and resources.<sup>1</sup>***

Scholars in the field explore the uses of innovative media and technologies for education in all its settings, studying aspects from student learning and cognition to impacts on individuals and institutions. The field integrates the theory and practice of design, development, utilization, management, and evaluation of processes and resources for learning. As in all forms of applied technology, educational technology examines how theoretical knowledge and scientific principles can be applied to solve problems that arise in a social context. The field provides the research base for effective utilization of new media in education and by default is interdisciplinary in its approaches and theories. Many in the field are interested in innovation and change, with exploration of the potentials of emerging technologies for learning and teaching.

Students with a primary interest in applied topics (design and multimedia) should consider the graduate Certificate in Online Learning and Teaching (COLT).

#### **Common Careers [\[Back to TOC\]](#)**

The primary employers of LTEC graduates are educational institutions, both public and private, at all levels: K-12 and postsecondary (community colleges and universities). LTEC graduates have also been hired by government and private agencies such as software companies, publishing companies, and companies and agencies with training and design departments, such as health care, manufacturing industries and large retail corporations. LTEC graduates have also gone into areas such as media production, online course development, technology utilization, software (i.e., game, app) creation, management, or research and evaluation.

There is no single job title for learning design and educational technologists in organizations, but some examples include: [Training Coordinator](#), [Instructional Designer](#), [Technology Support Specialist](#), [Museum Education Specialist](#), and so on.

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<sup>1</sup> Definition and Terminology Committee of the Association for Educational Communications and Technology (2007). Definition. In A. Januszewski, M. Molenda & P. Harris (Eds.), *Educational technology: A definition with commentary* (2nd ed.). Hillsdale, NJ: Lawrence Erlbaum Associates.



## Program Description [\[Back to TOC\]](#)

The COLT in Learning Design and Technology requires completion of a *minimum* of 15 credit hours of coursework after admission to the program. Students typically complete the required coursework in about 1-2 years.

The LTEC-COLT program includes **Core Courses** (9 credits) and **Elective Courses** (6 credits)<sup>2</sup>. Up to six credits of electives may be waived for recently taken courses, but only for those courses taken after admission (i.e., summer term 2024 for fall 2024 admits) and usually in the LTEC department; such waivers are at the discretion of the LTEC-COLT advisors and are not guaranteed. Each student's program will be individually designed with their advisor.

The core courses are designed to provide students with an in-depth knowledge of the theory, skills, and practice that guide the profession of learning design and technology. Elective courses are selected by the student in consultation with an advisor to provide support for the individual's topic of interest; these may be additional LTEC courses or classes offered by other disciplines at UHM with permission.

### Advising [\[Back to TOC\]](#)

All COLT students are encouraged to discuss any changes in their course of study with the COLT program coordinator, Dr. Shamila Janakiraman ([shamilaj@hawaii.edu](mailto:shamilaj@hawaii.edu)) prior to taking alternative courses.

Upon completion of coursework, COLT students must complete the [GCERT Checklist](#) and submit the document to the COLT program coordinator for processing in order to confer their Graduate Certificate (see [Graduation](#) section below).

### Continuous Enrollment and Residency [\[Back to TOC\]](#)

Once a student has entered the COLT program, the University requires continuous enrollment every fall and spring semester until completion of the program (this does not include summer semesters).

Should students have a serious issue that prevents enrollment or requires an extension of the maximum time to degree, they should consult their advisor immediately. Students who fail to maintain continuous enrollment and who have not been formally granted a leave of absence are cut from the program per Graduate Division policy. The [Petition for Leave of Absence Form](#) is used to request a **leave of absence**, and it is critical that you complete this if you are not able to enroll for any reason. The Graduate Division drops students who are not enrolled, and it may take reapplying, including paying a fee, to be allowed to continue. The LTEC department and Graduate Division are not

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<sup>2</sup> COE graduate courses are typically three credits each. For example, 9 credits will equate to three courses.



required to readmit students who have been dropped, so be sure to enroll or have a permitted leave of absence.

#### **Additional Requirements** [\[Back to TOC\]](#)

In addition to LTEC requirements, students should familiarize themselves with [UHM Graduate Division](#) policies. It is the responsibility of students to become informed about all rules and policies.

**Departmental Requirements:** Requirements specific to Learning Design and Technology include access to a **laptop computer** for use in all LTEC courses as well as Internet connectivity for completing assignments outside of class and participating in online courses. Mobile technology may be used for some course activities but at present, a laptop continues to be needed for some software. No specific software is required for the program but some courses may have you purchase software or apps in lieu of textbooks. Where possible, department policy expects faculty to use open source or freely available software, texts, and other materials.

### **LTEC COLT Course Requirements** [\[Back to TOC\]](#)

#### **Core Courses: (9 credit minimum; 3 courses)** [\[Back to TOC\]](#)

The COLT Graduate Certificate consists of three 3-credit required core courses, plus two additional 3-credit elective courses. Students select two electives with approval by the COLT adviser. The electives may be chosen from among the rich array within the Department's graduate courses. Courses must relate to the overall goals of the certificate but are designed to meet the specific needs and objectives of the individual student. The five courses are designed to cover a range of competencies to educate candidates in understanding, designing, and delivering online learning. The Core Courses consist of the following:

- **LTEC 612:** Introduction to E-learning: Introduction to principles of e-learning and their application in formal and informal instructional settings (offered in Spring and Summer)
- **LTEC 673:** Planning for Technology and Resources: Planning, needs assessment, and change theory applied to the development and evaluation of long-range plans and the communication of a vision for technology in education (offered in Fall)
- **LTEC 632 (note: this is also the culminating course):** Developing E-Learning Environments: Planning, design, and development of e-learning instruction for educational and training settings. Implementation of online course elements such as student interaction, course management, testing, and content delivery using a learning management environment and open courseware. Repeatable one time (offered in Spring- to be taken last)

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### **Elective Courses (6 credits; 2 courses) [\[Back to TOC\]](#)**

Elective courses are generally selected from 400-level and 600-level courses within the LTEC department. Electives provide all students with a solid foundation in educational technology theory and practice while advancing their knowledge in an area of emphasis unique to each student. With advisor approval, a limited number of courses may be taken in another discipline outside of LTEC if these would contribute to the area of emphasis. For a complete list of courses and descriptions, see the [UHM course catalog](#).

### **Culminating Experience (3 credits; 1 course--included also as a core course above) - Final Semester [\[Back to TOC\]](#)**

The Certificate program requires successful completion of a culminating, integrative experience by which students demonstrate their mastery of design and implementation. This project is completed in the final course, **LTEC 632: Developing E-Learning Environments**. Students are required to develop a formal presentation for an online international conference to present the results of the project in a public and professional context.

## **Admission Requirements [\[Back to TOC\]](#)**

Potential students interested in being admitted to the LTEC-COLT program need to apply to **both** the UHM Graduate Division and the LTEC Department. For the COLT program, LTEC admits students year round; applicants may apply for admittance to the COLT program at any point during the year. Students interested in pursuing a Graduate Certificate must consult the Graduate Certificate program coordinator, currently Dr. Shamila Janakiraman ([shamilaj@hawaii.edu](mailto:shamilaj@hawaii.edu)) for the concurrent degree option.

### **Application Process and Materials [\[Back to TOC\]](#)**

The LTEC department accepts applications into the COLT program year round. Applicants may submit their application at any point during the year, however, it is advised to apply as early as possible. Applications not completed with all required materials by the cutoff date may be admitted to the following semester. Be sure to complete **both** parts listed below!

#### **1. UHM Application Materials [\[Back to TOC\]](#)**

[UHM Graduate Division](#) requires:

- Bachelor's degree in any field of study from an accredited institution
- Official transcripts for all undergraduate and graduate work (with a minimum GPA of 3.0 or equivalent)
- Payment of an application fee (via online application process)

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- Completion of UHM Graduate Division application form specifying Graduate Certificate in Online Learning and Teaching (LTEC-COLT)
  - On the search bar, search the “**Online Learning & Teaching – Graduate Certificate**” program as your Planned Course of Study.
    - Online Learning & Teaching - Graduate Certificate (see screenshot below).
- [Residency Declaration Form](#)
- [Financial status verification](#) (international students only)
- TOEFL or IELTS scores for **international students** from countries where the native language is not English. International students should carefully check the [International Students Section](#) of the Graduate Division website for details.

[UHM Graduate Division Applications](#) should be submitted [online](#). Further information regarding the [application process for all students](#), and especially regarding [international student application requirements](#) is found on the UHM Graduate Division website. Students should check the website carefully for any changed requirements.

## 2. **LTEC Application Materials** [\[Back to TOC\]](#)

In addition, the LTEC-COLT program requires the following:

- Statement of career objectives and research interests ([Statement of Objectives Guide](#))
- Curriculum Vitae (Resume)
- Intent to Apply Survey (found on [Makalei](#))





All LTEC items should be submitted through [Makalei](#) (preferred) or via email to [ltec@hawaii.edu](mailto:ltec@hawaii.edu). Details on materials to be sent to the LTEC Department office can be found on our [LTEC website](#).

### **Final Notes on Admission Requirements** [\[Back to TOC\]](#)

The LTEC COLT program does not require that students enter with a Bachelor's degree in Education or Technology.

Note that applications cannot be processed until **all** the required documentation has been received by UHM.

Admission is competitive for the limited number of openings, so potential students are encouraged to prepare materials carefully and completely. Meeting minimum requirements does not ensure admission.

For current LTEC Master's or Doctoral Students interested in enrolling in the COLT program, please apply to the UH Manoa Graduate Division via the [online application portal](#) and pay the mandatory application fee of \$100 (non-refundable). The UHM Graduate Division will recognize your status as a current student and will designate you as a concurrent student upon your acceptance into the COLT program.

### **Financial Support** [\[Back to TOC\]](#)

While the department does **not** have any scholarship funds or other financial support for certificate students, financial aid is available by applying for loans or scholarships through UH. Information on financial assistance may be found in the [Financing Your Degree Page](#) of the LTEC website, along with information on tuition and fees. Several scholarships are available through the College of Education and are also listed generally on the [STAR website](#) (please note that this is only accessible to students with a valid UH ID number - must be admitted as a student prior to looking for scholarships on this site). For international students, [UH Manoa's East-West Center](#) offers financial support in the form of scholarships/fellowships. For more information on financial aid and additional resources, please visit the UH Manoa Financial Aid Office ([finaid@hawaii.edu](mailto:finaid@hawaii.edu)).

In addition to scholarships, current educators may also be eligible for the [Teacher Loan Forgiveness Program](#). For details regarding the Teacher Loan Forgiveness Program for the State of Hawaii, here is where you may locate a [direct contact](#). This [Directory search](#) allows users to search current and past years' TCLI Directory information by performing a search based on state, year, school/education service agency name, and/or location.

## **Graduation** [\[Back to TOC\]](#)

### **Required Form and Paperwork** [\[Back to TOC\]](#)

Please fill out and submit the **Application for Graduation Form** listed on the [UH Manoa](#)

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[Graduate Division website](#) by the deadline indicated on the [UH Manoa Registrar's website](#).

### **Prospective COLT Graduates**

To officially receive the COLT Graduate Certificate (GCERT), the student must complete and submit the following form:

- 1) [COLT GCERT Checklist](#)
  - a) After receiving the course grade for the last course needed to complete the COLT program (after the end of the semester when final grades are released), **download and submit the completed COLT GCERT Checklist to the COLT Coordinator** and 'cc the LTEC Office (see [Program Contacts](#) below). **DO NOT** submit the form to the Graduate Division.
  - b) The LTEC Office will collect the required signatures and submit the completed form to the UHM Graduate Division on the student's behalf. There is no additional processing or filing fees for Graduate Certificates.
- 2) [Application for Graduation form](#)
  - a) Complete and submit the form at the end of the graduating semester. **Search the "O" section for Online Learning and Teaching in the "Graduate Program Name - Degree" drop down list.**

### **Concurrent Degrees (for current UH students) [\[Back to TOC\]](#)**

Students who are taking COLT concurrently with another program follow the same process as above. As soon as the student receives the final grade for the **last required COLT course**, the student may submit the [COLT GCERT Checklist](#) to the COLT Coordinator cc'ing the LTEC Office to perform a degree check. Even if the student is concurrently pursuing another degree, COLT graduation and certification does not need to be postponed until the completion of the second program.

For example (A), if a student is a concurrent LTEC MEd and COLT student, the following documents will be required to be submitted if filing for graduation for both programs:

1. [COLT GCERT Checklist](#)
  - a. Submit to [COLT Program Coordinator](#) at end of semester when final grades are released
2. [Application for Graduation form](#) for MEd
  - a. Submit to [UH Graduate Division](#) by the [Graduation Application Deadline](#) (typically the first or second month of the semester)
3. \$30 processing fee for the MEd Application for Degree
4. [Application for Graduation form](#) for COLT

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- a. Complete and submit the form at the end of the graduating semester. **Search the "O" section for Online Learning and Teaching in the "Graduate Program Name - Degree" drop down list. Concurrent students must fill out the form twice, by the due date for EACH PROGRAM.**
5. \$0 processing fee for the COLT Application for Degree

For example (B), if a student is a concurrent LTEC PhD and COLT student, and would like to file for COLT graduation, before completing the PhD program, the following documents will be required to be submitted to file for graduation for the COLT program:

6. [COLT GCERT Checklist](#)
  - a. Submit to [COLT Program Coordinator](#) and cc the LTEC office (see [Program Contacts](#) below) at the end of semester when final grades are released. **DO NOT** submit the form to the Graduate Division.
7. The LTEC Office will collect the required signatures and submit the completed form to the UHM Graduate Division on the student's behalf. There is no additional processing or filing fees for Graduate Certificates.
8. [Application for Graduation form](#) for COLT
  - a. Complete and submit the form at the end of the graduating semester. **Search the "O" section for Online Learning and Teaching in the "Graduate Program Name - Degree" drop down list. Concurrent students must fill out the form twice, by the due date for EACH PROGRAM. In this case, students will fill out the form for a second time, once they are ready to graduate with the PhD program.**

#### **Getting (Conferring) the Certificate** [\[Back to TOC\]](#)

After the above forms are processed by the UHM Graduate Division, the COLT GCERT will appear on the student's transcripts (available via STAR GPS). The conferral of your COLT GCERT will be denoted in the action/comments section of your transcript ( the location of this information is subject to change in STAR). It is important to note that this [process](#) may take some time, and any inquiries about the status of your COLT certificate should be directed to the [UHM Graduate Division](#).

#### **Electronic Certificates** [\[Back to TOC\]](#)

Electronic certificates are available upon request, please email the LTEC office ([ltec@hawaii.edu](mailto:ltec@hawaii.edu)) to request for the e-certificate upon conferring the certificate.

#### **Physical Certificates** [\[Back to TOC\]](#)

Physical Certificates can be received when an [Application for Graduation form](#) is completed and submitted to the UH Manoa Graduate Division.

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## Program Contacts [\[Back to TOC\]](#)

### For information about the LTEC-COLT contact:

Many general questions about programs, admissions, and requirements are best addressed by UHM College of Education [Advise-Me](#) online help.

For questions specific to the LTEC-COLT, contact:

**Dr. Shamila Janakiraman**, LTEC COLT Program Coordinator  
Department of Learning Design and Technology, Wist Hall 226  
College of Education, University of Hawai'i at Manoa  
1776 University Avenue, Honolulu, Hawai'i, 96822,  
Email: [shamilaj@hawaii.edu](mailto:shamilaj@hawaii.edu)



The LTEC office is located in Wist 232. Contact the department administrative specialist, **Kitty Hino**, for support on administrative issues regarding LTEC programs. Email: [hinok@hawaii.edu](mailto:hinok@hawaii.edu)  
Phone: (808) 956-7671.

Updates and additional details on the LTEC COLT program and department can be found on the LTEC website: <https://coe.hawaii.edu/ltec/programs/colt/>

***Applications for admission may be found on the University of Hawai'i at Manoa Graduate Division Website. [\[Back to TOC\]](#)***

For details about the Graduate Division Application or to check the status of your submitted application, contact [Graduate Division](#). UH Manoa Graduate Division also provides a list of commonly used [forms](#). If you have credits from previously completed courses, fill out the [Petition to Transfer Credits Form](#) to have those credits count towards your COLT Degree (consult your LTEC advisor prior requesting for credit transfer).

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## **Appendix 1: Student Use of LTEC Email Lists** [\[Back to TOC\]](#)

LTEC email lists facilitate departmental communication with LTEC-related audiences including current student groups, alumni and friends of the department. The lists may not be used to disseminate general requests from masters or doctoral students for the recruitment of research study participants. Exceptions may be made when a study concerns departmental matters and the participants needed are specifically from a list's audience. For example, permission to use a list might be considered for a study examining the perceptions of LTEC Masters program alumni. In this case, the participants needed are specifically part of an LTEC email list. Any requests to use an LTEC email list should be directed to your program advisor. If approved, your advisor will forward the request over the appropriate list.

## **Appendix 2: Independent Study Courses** [\[Back to TOC\]](#)

From time to time, students may enroll in independent study courses such as LTEC 689 or 699. In general, these courses do not count towards program requirements except in special circumstances. With prior approval from a program advisor and the department chair, students may count an independent study course as a program elective for: a Teaching Assistantship, a Research Assistantship, an Independent Study Project, or another Approved Project. Students may count an independent study course for only one elective even if engaging in multiple independent studies.

Students approved to take an independent study as an elective will take that course for a grade. All other independent studies shall be taken on a Credit / No Credit basis unless scholarship, employer, or other financial aid requirements require a grade. Please contact your advisor or the department chair for policy updates and questions.