

# Quality Matters Workshop Sign-Up Directions

## *for participants*

### 1. Select from the SBCTC Educational Technology QM workshops below:

#### System Facilitated Workshops

- Improving Your Online Course (IYOC)
- Applying the QM Rubric (APPQMR)

#### Nationally Facilitated Workshops

- Applying the QM Rubric (APPQMR)
- Addressing Accessibility & Usability (Std. 8)
- Peer Reviewer Certification (PRC)
- Master Reviewer Certification (MRC)
- Face-to-face Facilitator Certification (FFC) - *requires SBCTC eLearning approval*
- Online Facilitator Certification (OFC) - *requires SBCTC eLearning approval*

*Note: All workshops except the APPQMR, IYOC, and Addressing Accessibility & Usability require successful completion of a pre-requisite course or courses.*

*Note: Participants may not register for subsequent courses until their current course has been successfully completed.*

### 2. Review the [workshop description\(s\)](#) if needed.

### 3. Choose a workshop date.

- For system facilitated workshops, please choose a date from [SBCTC's system facilitated sign-up form](#).
- For nationally facilitated workshops, please choose a date from [QM's professional development calendar](#).
- If you are signing up for a nationally facilitated workshop, you will need the workshop name and workshop start/end dates to complete your sign-up.

### 4. Complete your Sign-up

- To register for a system facilitated workshop (APPQMR or IYOC), please fill out the [SBCTC's system facilitated sign-up form](#).
- To register for a nationally facilitated workshop, please contact [your campus eLearning office](#) for campus specific sign-up procedures and permission to register for an SBCTC Educational Technology funded QM workshop.

**IMPORTANT: Do not register yourself on the Quality Matters website.**

- Please send your workshop information to your campus eLearning office and they will register you – **OR** – follow their directions to register yourself.

- ❑ Only registrations processed through your eLearning office and SBCTC Educational Technology will be paid.
- ❑ Please be sure to update your email address and your college affiliation in your MyQM account before signing up. If you do not have a MyQM account, please create one BEFORE signing-up for training.
- ❑ SBCTC Educational Technology will pay only once for a participant to take a QM course. Participants will be asked to pay for subsequent registrations.
- ❑ Refunds cannot be processed after a workshop begins. Cancellations/withdrawals must be requested a minimum of 2-3 business days BEFORE the workshop start date. Tuition for cancellations requested after this date will be billed to you or your college.