ETV LEARN Self-paced Renewal Course Information and Policies

SC Renewal Credits
ETV LEARN Self-paced Renewal courses have been approved as follows by the South Carolina Department of Education:

# Instructional Hours	SC Renewal Credits Earned
15	20

Renewal Credit certificates will be available in the course for the learner to download, save and print upon successful course completion. **You must download and save your certificate within TWO WEEKS after the session end date** so your certificate will be properly dated within the parameters of the session.

It is the learner's responsibility to provide a copy of their Renewal Credit certificate of completion to the appropriate entity. Be sure to keep a copy of your Certificate(s) of Completion for your own files. ETV LEARN is NOT authorized to send certificates to credit authorities. As verification, ETV provides SCDE with a list of learners who successfully complete each course. This is provided within 15 working days of the session's end date.

Submit certificates to your credit authority as listed below:
SCDE UPDATED information: Where to send Certificate(s) of Completion (Questions to SCDE 1-803-896-0325)
- **Employed in a South Carolina Public School District**: Submit your course certificate to your district's Human Resources Office or Renewal Coordinator. DO NOT submit your certificate directly to the SCDE as they will be denied.
- **Employed in a "Renewal Entity" or "Office of SCDE"**: https://ed.sc.gov/educators/certification/professional/
- **Otherwise:** Submit a request using My SC Educator Portal and upload your course certificate.
 (https://ed.sc.gov/educators/certification/portal/)

Graduate Credit
Graduate credit is NOT available for our Self-paced Renewal courses.

Course assistance

ETV LEARN Staff	General course concerns; technical assistance; course payment, credit, and documentation questions	moodleadmin@scetv.org or 888-761-8132 (803-737-9915) M-F, 9-5:30 pm EST

Technical Requirements
This list contains the general technical requirements necessary to participate in your course.
- Laptop or computer with high-speed internet access
- Browser: Edge, Chrome, Firefox or Safari (set to accept cookies and with Pop-up blocker turned off)
- Adobe Acrobat Reader (download for free https://get.adobe.com/reader/)

Enrollment Process
- Visit our Recertification Courses page, scetv.org/education/recertification-courses, and select the course you want with the appropriate start and end dates.
  - 'Enroll Now' button will be visible once registration opens
- Click the 'Enroll Now' button to be taken to our course catalog. Click the course title again to start the enrollment process.
  - If you already have an ETV LEARN account, you'll be prompted to login.

- If you don't have one, you'll click the 'Register' link and complete the fields to create an account.
- After you're logged in, you'll be taken to an invoice page where you'll enter additional information and then choose to pay via debit/credit card.
- Once you complete your enrollment, you will receive an email confirmation from moodleadmin@scetv.org. To ensure you receive all course-related emails, please add moodleadmin@scetv.org to your email contacts.

Beginning the Course
* **IMPORTANT**: You will not be able to see or access your course until the actual START date of the session.
- Once logged-in, you can locate your course at https://scetvlearn.org Click the "My Courses" tab at the top horizontal navigation bar and you'll see the course listing. Click the title to access your course.
- Self-paced Renewal courses are provided in five sessions during the calendar year, each approximately six weeks in duration. The START date of the session is when the courses open for participants to begin work. The END date of the session is the DEADLINE to complete all work.
- Participants must begin work on at least one course by the last day of the registration period.
- The courses have a modular design. Coursework activities may include watching videos, reading articles, and completing various learning activities. Course participation is monitored through the ETV LEARN course platform.

Grading Policies
- Complete assignments as outlined within the course assignments and overviews. Your course facilitator will review your responses. Acceptable responses will receive a grade of "1". Otherwise, you will get a private email from your facilitator outlining next steps.
- PRE and POST course surveys are required. You must complete the Pre-Course Survey before you can begin working on the lessons/topics. At the end of your course, you must complete the Post-Course Survey to generate the course certificate of completion. The Post-Course Survey will unlock for access once all your coursework has been rated as successful.
- A pass/fail rating system is used for our self-paced renewal courses. Failure to complete sufficient coursework will result in a failing grade.
- Our facilitators have the final determination on grades and there is no appeals process.

Course Withdrawal and Refund Policy
All refund, drop, and transfer requests must be sent via email to moodleadmin@scetv.org

- **Refund Policy**: Refund should be requested in writing by session midpoint. For more information, please see Schedule for Sessions (midpoint for each session is noted).
- **Transfer Policy**: Transfers will not be offered beginning Fall 2024. Contact your course facilitator with questions or concerns.

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Standards of Academic Integrity
Learners' adherence to standards of academic honesty is essential. ETV LEARN maintains high standards of academic integrity and complies with the academic policies of all of our credit providers. By enrolling in an ETV LEARN course, learners agree to observe standards of honesty in their work, ideas, words, and actions.

Academic Dishonesty
A non-exhaustive list of prohibited conduct includes:
- Cheating on exams or assignments.
- Submitting work for multiple purposes without permission. Learners may not submit an assignment created in one course to a second course without prior notification and permission from course facilitator(s).
- Unauthorized collaboration. Learners may not collaborate on an assignment without permission.

- Plagiarizing another's work. Plagiarism is the unauthorized use or close imitation of the writings, creations, or ideas of another author and the representation of them as your own.
- Falsifying academic credentials or documentation. Any attempt to submit forged academic documentation to ETV LEARN or to forge ETV LEARN certificates constitutes academic fraud.

Procedure for Addressing Suspected Violations of Standards of Academic Integrity

All suspected violations are reported to ETV Learn by the course facilitator. The course facilitator and ETV LEARN will communicate all concerns with the learner(s) involved and will investigate all suspected violations. Following the investigation, ETV LEARN will advise the learner(s) involved of the results of the investigation and will advise the learner(s) in writing of any official action being taken. Any learner found to have violated the Standards may receive one or more of the following sanctions:

1. no credit or a failing grade for a given assignment;
2. no credit for the course; and/or
3. no refund for the course.