

## Reimagine Teaching Submission Prep

### Educator/Librarian Information:

*These items will be required to validate you as an educator/librarian (if you are librarian, see important note below):*

1. School/work e-mail (not gmail.com, yahoo.com, Hotmail.com, etc)
2. Phone number (cell or home)
3. Address (home)
4. ID number (Cactus ID, University ID, Staff ID, Library ID, etc)
  - a. If you don't have an ID number, you can put "Don't have ID" when prompted.
5. A Link to your school directory that shows you are an educator/librarian
  - a. A snapshot of the directory webpage that shows your name, contact info, and the URL
    - i. The snapshot must be a .png or .jpg file
6. Supervisor's name, e-mail, and phone number
7. Link to your school directory that show's your supervisors contact information
  - a. A snapshot of the directory webpage that shows their name and the URL
    - i. The snapshot must be a .png or .jpg file
8. If you are an instructor working in higher ed: You will need a link to a course that you are currently teaching for Fall 2020/Spring2021 OR a letter from your supervisor describing the course with their name AND e-mail if a class link doesn't exist.
  - a. If you provide a link, you will need a snapshot of the webpage with the course title and URL that is a .png or .jpg file
  - b. If you provide a letter from your supervisor, the file will need to be a .pdf

*Other things to know:*

- Make sure you [qualify](#) before filling out form!
- University of Utah Employees will be taxed
- *\*Special note for librarians: if you don't have library directory listed or ID number, please write "Librarian" when prompted.*

### Course Information:

*These items will be required to validate your course(s). If you have multiple courses, you need to provide the following for each course.*

***There will be a question asking how many courses you will be entering; put the number of courses you'll want to enter (if you want to put in 3 courses to equal your 4 clock hours, only put the number 3 or the form won't let you proceed).***

*After that question you'll need to put in the following information for each course:*

- Course Title
- Number of clock hours (not credit hours) it took to complete course
- Course Instructor's Name
- Organization that provided the course

- Date of completion
- Link to the course
  - Screenshot of course webpage that includes course title AND link
  - The snapshot must be a .png or .jpg file
  - If there isn't a link to the course, you will need to provide a letter from the instructor or your supervisor describing the course. The letter must have their phone number and e-mail and must be a PDF
- **Evidence of completion (can be in one or multiple documents); evidences must include:**
  - **Confirmation the course is complete (cert, badge, transcript, etc)**
  - **The date it was completed**
  - **The number of clock hours (not credit hours) the course took**

*Other things to know:*

- You'll be able to submit up to 4 additional pieces of support or other documents if needed.
  - All documents you upload for this must be PDFs
- Remember, you can't have been previously compensated or paid for the courses you submitted.