

Welcome! We are so glad you have chosen to join us for this journey. The AAEE Reviewers are looking forward to working with you over the next year as you build your professional portfolio and hone your Environmental Education Skills. A few things to be mindful of as we begin:

1. All of the information for the course will appear in an online course system entitled "Canvas." You will **receive a separate email from the course coordinator, via Canvas**, with an invitation to log into the course system.
2. You will be contacted by your personal reviewer, by email, when the course begins. He or she will set up an **online conference call for everyone working in your cohort to meet and discuss any questions** you might have. They will attempt to find a time when everyone in the cohort can be present. **You are required to attend this session to proceed.**
3. The Canvas course system allows for automatic notifications when there is activity. **Please plan to turn that feature in "Settings" on when you receive further instructions about logging in.** Once you begin your reviewer will communicate with you via the system and provide you with your grades and feedback. They may ask follow up questions based on your submissions, and if they do **please respond to those questions.** It is your responsibility to check the system or be alerted when new information or announcements appear so you can remain up to date.
4. You are welcome to use the discussion space in Canvas to ask questions, communicate with your cohort, or share ideas. **Since this course is designed to be an independent study, the reviewer will not necessarily be engaging and encouraging conversation between cohort members** on a regular basis, but we encourage you to reach out to the other members in your group and to your reviewer. Again, this is not a weekly facilitated class but it is a work at your own pace portfolio building program.
5. This is a **self-paced course**, so please take a look at your schedule and plan to work on this as you can. **We strongly encourage you to keep an open line of communication with your reviewer** such that you do not vaporize and your reviewer has to chase you down to find out where your assignments are. We are all professionals.
6. You have 12 months to complete this coursework. The reviewers ask that you **PLEASE DO NOT WAIT UNTIL THE LAST MINUTE TO SUBMIT ASSIGNMENTS.** The course is designed to build upon prior assignments so you should work on them in the order presented. If you do not submit your assignments within the deadlines outlined for each, you will fall behind.
7. The course takes about 100 hours, total, to complete. Please plan accordingly. Some assignments might take less time for you, depending upon your personal experience. Others may take longer. Thus, we cannot say, "You should plan to commit 2-3 hours per week." You must also complete all of your assignments with an 80% or better.
8. If you do fall behind, again, **please be respectful of your reviewer's time and notify them as soon as you can.** In the past, reviewers have spent time tracking down students and several students have completely dropped off the radar. Don't let this happen to you! Your reviewer is ready and willing to help in any way they can – and they understand that you may have other obligations or full time work. **Communication is critical.**
9. All of the course reviewers are working full time elsewhere but they are professionals and are ready to provide you with timely feedback on your submissions **within a 2-week turn-around time.** Please be respectful of their time and work with your reviewer if you know that there will be a lag in submitting any of your assignments. They will also be respectful of your time and will notify you if they are planning to be away from the course for a while (e.g., a planned vacation).
10. **Students who have not submitted any assignments by the first deadline will receive a notification that they are falling behind. Those who have not submitted at least the first 3 or 4 assignments by the midway point in the course will be dropped.** If this happens to you, you'll need to re-apply and re-enroll in the course during the next calendar year. You will be asked to pay the full registration fee again. You may be able to transfer your complete assignments to the next course if the program remains unchanged.
11. The course fee is non-refundable.

If you have issues, difficulty, or concerns, please let your reviewer know as soon as you can. You are also encouraged to reach out to the Certification Committee via certification@arizonaee.org. We look forward to having you join us this year! Have a fantastic time learning and becoming self-reflective about the environmental education process.