



Instructions for Signing up for Online Teaching Methodologies

Please follow the instructions below to sign up for OTM. Please make sure you complete the process laid out based on whether you hold a U.S. issued teaching license.

Teachers **WITHOUT** a U.S. Teaching License:

The application for non-US licensed teachers does **not** require information such as resumes, teacher licenses, etc.

1. Click the application link for [OTM for non-US licensed teachers](#)
2. Select **OTM - Chinese 1** as the training course and click the **Register** button.
3. Select the **Click Here to Create a New Account** button.
4. Fill in all required fields and click **Save**.
5. On the Course Confirmation page, enter **OTMCHF2023** as Promotional code/Group sales code.
6. Complete remaining fields and click the **Confirm** button.

Teachers **WITH** a U.S. Teaching License:

Teachers who hold a valid teaching license issued by a U.S. state or territory will need to include a copy of their resume and teaching license information.

1. Click the application link for [OTM for U.S. licensed teachers](#)
2. Scroll down and click **Register Now**
3. Fill in all **pink** fields on page 1.

Important: Under the section titled School Information, select **VHS Learning** from the dropdown menu.

4. Click **Save and Continue to Page 2**
5. Complete page 2. Select one of the Chinese courses listed in the World Language column: Chinese 1, Chinese 2, Chinese 3, or Chinese Language and Culture.

Note: Only select AP Chinese Language and culture if you have completed AP training with the College Board and/or have taught AP Chinese Language and Culture.

6. Submit your application.

The registration deadline for this training is July 11, 2023.

If you have any questions, please email: info@vhslearning.org