


# LEVEL 1: SPECIALTY CERTIFICATION


(requires a total of 8 credits from a single track)

## DESIGN TRAINING?


### VIRTUAL INSTRUCTIONAL DESIGNER/DEVELOPER


 **Instructional Design for the Virtual Trainer** (5 credits)


**PLUS**  
your choice from the following:

 **Blended Learning** (2 credits)


**Evaluation of Training** (3 credits)

 **From Traditional to Virtual Classroom** (3 credits)

 **How Adults Learn** (2 credits)

 **Maximizing Engagement in the Virtual Classroom** (3 credits)


**Project Management for Trainers** (2 credits)

 **Training Needs Analysis** (3 credits)

**Training Needs Analysis – e-learning module** (1 credit)

**Writing Skills for Trainers – self-study kit** (1 credit)


### INSTRUCTIONAL DESIGNER/DEVELOPER

 **Instructional Design for New Designers** (5 credits)


and/or


**Advanced Instructional Design** (3 credits)

**PLUS**  
your choice from the following:

 **Blended Learning** (2 credits)


**Evaluation of Training** (3 credits)

 **How Adults Learn** (2 credits)

 **New Trainer's Survival Skills** (5 credits)

**Project Management for Trainers** (2 credits)


**Rapid Training Design** (3 credits)

 **Training Needs Analysis** (3 credits)


**Training Needs Analysis – e-learning module** (1 credit)

**Writing Skills for Trainers – self-study kit** (1 credit)


### E-LEARNING SPECIALIST


 **Instructional Design for e-Learning** (3 credits)

**PLUS**  
your choice from the following:

 **Blended Learning** (2 credits)

**Evaluation of Training** (3 credits)

 **How Adults Learn** (2 credits)

 **Interactive e-Learning *Coming soon!*** (2 credits)

**Project Management for Trainers** (2 credits)

 **Training Needs Analysis** (3 credits)

**Training Needs Analysis – e-learning module** (1 credit)

**Writing Skills for Trainers – self-study kit** (1 credit)



## YOUR PATH TO CERTIFICATION!

HERE'S HOW TO GET STARTED:


1. Choose a certification track that represents your training role or interest.
2. Register for one **mandatory** workshop from those listed at the top of each track.
3. Register for additional workshops within the track to achieve a total of **8 credits**.

*(Note: workshops with a  icon are offered live online. All other workshops are offered in person.)*


4. Receive your **Level 1** certification.
5. Register for additional workshops to achieve your **Level 2 (16 credits)** and **Level 3 (24 credits)** certifications.

## MANAGE TRAINING (OR DO IT ALL)?

### TRAINING MANAGER/DIRECTOR

 **The Successful Training Manager** (3 credits)


**PLUS**  
your choice from the following:

 **Blended Learning** (2 credits)


**Consulting Skills for Trainers** (3 credits)


**Evaluation of Training** (3 credits)

**Facilitation Skills for New Facilitators** (3 credits)

 **From Traditional to Virtual Classroom** (3 credits)

**How to Influence People and Events** (3 credits)

 **Interactive e-Learning *Coming soon!*** (2 credits)

 **Maximizing Engagement in the Virtual Classroom** (3 credits)

**Professional Presentation Skills** (3 credits)

**Project Management for Trainers** (2 credits)

### PERFORMANCE CONSULTANT

**Consulting Skills for Trainers** (3 credits)

**PLUS**  
your choice from the following:

**Evaluation of Training** (3 credits)

**Facilitation Skills for New Facilitators** (3 credits)

**How to Influence People and Events** (3 credits)

**Professional Presentation Skills** (3 credits)

**Project Management for Trainers** (2 credits)

 **Training Needs Analysis** (3 credits)

**Training Needs Analysis – e-learning module** (1 credit)

**Writing Skills for Trainers – self-study kit** (1 credit)

### TRAINING GENERALIST


A total of 8 credits achieved through any workshop combination of your choosing.


## DELIVER TRAINING?


### VIRTUAL INSTRUCTOR/FACILITATOR

 **The Virtual Trainer** (5 credits)


**PLUS**  
your choice from the following:

 **How Adults Learn** (2 credits)

 **Maximizing Engagement in the Virtual Classroom** (3 credits)

 **The Virtual Classroom Producer** (3 credits)


### INSTRUCTOR/FACILITATOR


 **Instructional Techniques for New Instructors** (5 credits)

and/or

**Advanced Instructional Techniques** (3 credits)

**PLUS**  
your choice from the following:

 **How Adults Learn** (2 credits)

 **New Trainer's Survival Skills** (5 credits)

# LEVEL 2: MASTER TRAINER CERTIFICATION

(requires a total of 16 credits from any track)

# LEVEL 3: TRAINING & DEVELOPMENT DIPLOMA

(requires a total of 24 credits from any track)