

## 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)

and

**Interactive e-Learning** (2 credits)

PLUS  
your choice from the following:

**Blended Learning** (2 credits)

**Evaluation of Training** (3 credits)

**How Adults Learn** (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 the **mandatory** workshop(s) 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** (2 credits)

**Lead Meetings with Purpose** (3 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)

**Lead Meetings with Purpose** (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)

**Lead Meetings with Purpose** (3 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)

**Lead Meetings with Purpose** (3 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)