

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)

From Traditional to Virtual Classroom
(3 credits)

How Adults Learn
(2 credits)

Maximizing Engagement in the Virtual Classroom
(3 credits)

New Trainer's Survival Skills
(5 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)

PLUS
your choice from the following:

Blended Learning
(2 credits)

How Adults Learn
(2 credits)

New Trainer's Survival Skills
(5 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)

How Adults Learn
(2 credits)

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

Note: all workshops listed are offered **LIVE ONLINE** in the virtual classroom. Workshop hours are 1:00 - 4:00 pm ET.

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)

Evidence-Based Management and Leadership
for trainers & non-trainers
(4 credits)

Facilitation Skills
for trainers & non-trainers
(3 credits)

From Traditional to Virtual Classroom
(3 credits)

Interactive e-Learning
(2 credits)

Maximizing Engagement in the Virtual Classroom
(3 credits)

Training Needs Analysis
(3 credits)

Training Needs Analysis
e-learning module
(1 credit)

PERFORMANCE CONSULTANT

Consulting Skills for Trainers
(3 credits)

PLUS
your choice from the following:

Evidence-Based Management and Leadership
for trainers & non-trainers
(4 credits)

Facilitation Skills
for trainers & non-trainers
(3 credits)

Training Needs Analysis
(3 credits)

Training Needs Analysis
e-learning module
(1 credit)

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

TRAINING SPECIALIST

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:

Facilitation Skills
for trainers & non-trainers
(3 credits)

How Adults Learn
(2 credits)

Maximizing Engagement in the Virtual Classroom
(3 credits)

New Trainer's Survival Skills
(5 credits)

The Virtual Classroom Producer
(3 credits)

INSTRUCTOR/FACILITATOR

Instructional Techniques for New Instructors
(5 credits)

PLUS
your choice from the following:

Facilitation Skills
for trainers & non-trainers
(3 credits)

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)