

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)

Designing Training for a Hybrid Workforce
(3 credits)

Enhancing Instructional Design with AI
(3 credits)

From Traditional to Virtual Classroom
(3 credits)

How Adults Learn
(2 credits)

Instructional AI Videos for Beginners
(1 credit)

Maximizing Engagement in the Virtual Classroom
(3 credits)

New Trainer's Survival Skills
(5 credits)

Practical Project Management
for trainers & non-trainers
(3 credits)

Training Needs Analysis
(3 credits)

**e-Learning modules also available*

INSTRUCTIONAL DESIGNER/DEVELOPER

Instructional Design for New Designers
(5 credits)

PLUS
your choice from the following:

Blended Learning
(2 credits)

Designing Training for a Hybrid Workforce
(3 credits)

Enhancing Instructional Design with AI
(3 credits)

How Adults Learn
(2 credits)

Instructional AI Videos for Beginners
(1 credit)

New Trainer's Survival Skills
(5 credits)

Practical Project Management
for trainers & non-trainers
(3 credits)

Training Needs Analysis
(3 credits)

**e-Learning modules also available*

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)

Enhancing Instructional Design with AI
(3 credits)

How Adults Learn
(2 credits)

Instructional AI Videos for Beginners
(1 credit)

New Trainer's Survival Skills
(5 credits)

Practical Project Management
for trainers & non-trainers
(3 credits)

Training Needs Analysis
(3 credits)

**e-Learning modules also available*

AI CONTENT DEVELOPER

Note: This certification requires a total of **9 credits**.

Blended Learning
(2 credits)

Enhancing Instructional Design with AI
(3 credits)

Instructional AI Videos for Beginners
(1 credit)

Instructional Design for e-Learning
(3 credits)

NOT A TRAINER?

MANAGEMENT/ LEADERSHIP PROFESSIONAL

Note: This certification requires a total of **10 credits**.

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

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

Practical Project Management
for trainers & non-trainers
(3 credits)

YOUR PATH TO CERTIFICATION!

HERE'S HOW TO GET STARTED:

1. Choose a certification track for 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** and your **Level 1** certification.
4. 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.

DELIVER TRAINING?

VIRTUAL INSTRUCTOR/FACILITATOR

The Virtual Trainer
(5 credits)

PLUS
your choice from the following:

Facilitating Training for a Hybrid Workforce
(2 credits)

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)
AND/OR
Advanced Instructional Techniques
(4 credits)

PLUS
your choice from the following:

Facilitating Training for a Hybrid Workforce
(2 credits)

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

How Adults Learn
(2 credits)

New Trainer's Survival Skills
(5 credits)

MANAGE TRAINING? (OR DO IT ALL)

TRAINING MANAGER/DIRECTOR

The Successful Training Manager
(3 credits)

PLUS
your choice from the following:

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)

Practical Project Management
for trainers & non-trainers
(3 credits)

Training Needs Analysis
(3 credits)

***Optional:** select 1 to 3 credits from any other track to complete this certification.

TRAINING SPECIALIST

A total of 8 credits achieved through any workshop combination.

**e-Learning modules also available*

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)

Practical Project Management
for trainers & non-trainers
(3 credits)

Training Needs Analysis
(3 credits)

**e-Learning modules also available*

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)