

# 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)

**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)


**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*

#### ACCELERATED OPTION:

**Certified Instructional Designer/Developer**  
 (5 days/8 credits)

### 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)

**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*



## 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:** except for the accelerated option, all workshops are offered **LIVE ONLINE** from 1:00 - 4:00 pm ET. Workshops with  are offered **IN PERSON**. Please check our website or contact a Client Service Representative for more details.

## 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)

#### ACCELERATED OPTION:

**Certified Instructor/Facilitator**  
 (5 days/8 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.*

### 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*

### TRAINING SPECIALIST

**A total of 8 credits achieved through any workshop combination.**

*\*e-Learning modules also available*

## 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)

# 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)