

CERTIFICATION INFORMATION

Level 1: Specialty Certification - select 8 days of training within the specialty that suits your needs

Level 2: Master Trainer - complete an additional 8 days for a total of 16 days of training

Level 3: Training and Development Diploma - add another 8 days of training for a total of 24 days to achieve the highest level of Certification available

SPECIALTY CERTIFICATION AREAS OF EXPERTISE:

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| <ol style="list-style-type: none"> 1. Instructional Designer/Developer (DD) 2. Instructor/Facilitator (IF) 3. Training Manager/Director (TMD) 4. Performance Consultant (PC) | <ol style="list-style-type: none"> 5. e-Learning Specialist (ES) (formerly Training Technologist) 6. Training Generalist (TG) 7. Technical Trainer (TT) 8. Virtual Trainer (VT) |
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PUBLIC WORKSHOPS	Certification Days	Instructional Designer/ Developer	Instructor/ Facilitator	Training Manager/ Director	Performance Consultant	e-Learning Specialist	Technical Trainer	Training Generalist	Virtual Trainer
25 Creative Ways to Add Excitement (or e25CW)	1		✓	✓			✓	✓	
Advanced Instructional Design	3	✓		✓	✓	✓	✓	✓	
Advanced Training Manager	3			✓	✓			✓	
Advanced Instructional Techniques	3		✓	✓			✓	✓	
Blended Learning	1	✓		✓		✓		✓	✓
Consulting Skills for Trainers	3	✓		✓	✓			✓	
Evaluation of Training	3	✓		✓	✓	✓	✓	✓	
Facilitation Skills for New Facilitators	3			✓	✓			✓	
How Adults Learn	1	✓	✓				✓	✓	✓
How to Influence People/Events	3	✓	✓	✓	✓			✓	
Instructional Design for New Designers	3	✓		✓	✓	✓	✓	✓	
Instructional Techniques for New Instructors	3		✓	✓			✓	✓	
Make Your Training Stick	1	✓		✓	✓	✓		✓	
Marketing Your Training Internally (or MYTI Self-Study Kit)	1			✓	✓			✓	
Polish Your Presentation Skills	1		✓	✓			✓	✓	
Professional Presentation Skills	3		✓	✓	✓		✓	✓	
Project Management for Trainers	2	✓		✓	✓	✓		✓	
Successful Training Manager	3			✓	✓			✓	
Training 101: All the Basics	2	✓	✓				✓	✓	
Training Needs Analysis (or eTNA)	1	✓		✓	✓	✓	✓	✓	✓
Web-Based Training	3	✓		✓		✓		✓	
Writing Skills for Trainers (or WSFT Self-Study Kit)	1	✓		✓	✓	✓	✓	✓	✓
Creating an e-Learning Strategy Self-Study Kit	1			✓		✓		✓	✓

- ✓ Mandatory - Contact your client services representative.
- ✓ Choose one of the two choices as the mandatory workshop.

VIRTUAL WORKSHOPS	Certification Days	Instructional Designer/ Developer	Instructor/ Facilitator	Training Manager/ Director	Performance Consultant	e-Learning Specialist	Technical Trainer	Training Generalist	Virtual Trainer
Instructional Design for the Virtual Trainer	5	✓		✓		✓	✓	✓	✓
How Adults Learn	1	✓	✓				✓	✓	✓
Training Needs Analysis	2	✓		✓	✓	✓	✓	✓	✓
Virtual Trainer	5	✓	✓	✓		✓	✓	✓	✓

- ✓ Mandatory - Contact your client services representative.
- ✓ Choose one of the two choices as the mandatory workshop.