

### Overview

The Certified Trainer Program is a collaborative learning experience designed to give professionals who are tasked with training and supporting others at their institutions or organizations an in-depth look at how to train others effectively using the Blackboard Academic Suite™, Blackboard Learning System™ - CE, and Blackboard Learning System™ - Vista. The program is based on a professional training framework that promotes core competencies and best practices in training, ensuring that the Blackboard user community as a whole has access to the highest quality training programs.

Facilitated by a Blackboard Training Program Mentor, this program combines online and face-to-face activities including: self assessment, asynchronous collaboration and discussion, team and individual projects, and presentations to explore methods of online teach and learning, as well as best practices in training. The program consists of the following components:

- Orientation Webinar (synchronous)
- Online Session (asynchronous)
- Onsite Performance Evaluation Session (3 days in length - see schedule for onsite locations)

### Online Session

Participants should expect to spend a minimum of 30 hours over three weeks to complete the Online Session. This online component must be completed before advancing to the Onsite Performance Evaluation. The goal of the online session is to provide you with the knowledge and skills to deliver a high-quality training class. In the online course, you will work individually and collaboratively to read, discuss, and apply information about effective training:

- Training/facilitation skills
- Good teaching practices
- Learning styles
- Current issues in education
- Presentation planning

Activities include development of a good teaching practices analysis, a dynamic instruction handout, as well as a comprehensive training plan all related to a Blackboard Academic Suite or CE/Vista course tool.

### Onsite Performance Evaluation Session

After completing the online component, you will be expected to apply this information when delivering a face-to-face exemplary training session for your chosen tool. During the onsite training, you will deliver two presentations – a short 15-minute session, in which you will receive peer and mentor feedback, and a longer 50-minute session, in which you will be evaluated. In these presentations, you will model excellent training skills, address diverse learning styles, apply Chickering & Gamson's seven principles of good teaching practices, and delivery of a quality training session that you can use a model for your future training events.

Attendance is required for all three days of the Onsite Performance Evaluation. To successfully complete the Certified Trainer Program each participant must complete the Online Session and the Onsite Performance Evaluation Session. Upon successful completion of the program, each participant will be awarded with "Certified Trainer" status. This credential will provide you with access to:

- A Blackboard recognized status for use in your professional endeavors
- The Certified Trainer Community
- 15% discount on all Training Materials packages
- Networking and professional development opportunities
- Recognition at the annual Bb World conference

**Your certification credential is effective for two years.** To maintain your status, credential renewal is required.



### Program Objectives

- Sharpen training skills as workshop and training program leaders
- Learn to plan, develop, design, and deliver effective workshops
- Learn to make your training more practical, participant-oriented, and energizing by thinking in terms of outcomes, results, and efficiencies.
- Develop, stretch, and challenge yourself and your skill-sets.

### Who Should Attend

Experienced professionals who are tasked with training and supporting other at their institution or organization using:

- Campus Edition 6.x
- Vista 4.x
- Blackboard Learning System 7.x

### Duration and Costs

- Course is approximately one month in length
  - Orientation Webinar – one hour in length
  - Online Session – 3 weeks in length
  - Onsite Performance Evaluation Session - 3 days in length
- \$3,395 USD per person (cost does not include travel costs associated with the Onsite Performance Evaluation)
- Printed or online materials do not need to be purchased for this course

### Location

- Hybrid program including both online and onsite components. See schedule for location details.

### Prerequisites

The focus of the Certified Trainer Program is **NOT** on product usage. All participants are expected to have:

- Knowledge of the Blackboard Academic Suite, Blackboard Learning System – CE, or the Blackboard Learning System – Vista
- A minimum of 3 months experience as a designer/instructor/course builder
- Computer that meets the minimum technical requirements for using the Blackboard Academic Suite, Blackboard Learning System – CE, or the Blackboard Learning System – Vista
- Email and Internet access

### Application Information

To apply for the Certified Trainer Program, each candidate must:

- Register for the program
- Submit the following application materials:
  - Vita or resume
  - 250-word personal statement explaining why you are pursuing the credential, including a description of your background and your knowledge of the Blackboard Learning System™ (Enterprise, CE, or Vista)
  - Letter of recommendation

All application materials should be emailed to [CertifiedTrainer@blackboard.com](mailto:CertifiedTrainer@blackboard.com). Your place in the program will not be confirmed until all application materials have been received and reviewed by Blackboard Training. A formal acceptance letter will be emailed to you once your package has been reviewed. Please email [CertifiedTrainer@blackboard.com](mailto:CertifiedTrainer@blackboard.com) with any questions.

### Registration Information

Register for the Certified Trainer Program using our online Training Registration Center at <http://trainingcenter.blackboard.com/trainingcenter/>. Enrollment in each course is limited, so early registration is encouraged. Discounted pricing is offered for group purchases of 3 or more from the same institution. **\*Please note that registration for this course closes 2 weeks prior to the listed start date.**