

## Checklist for SITE ITP Designation *(Select only ONE for each section)*

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### **A. Insurance Industry Knowledge Requirement** *(Select One)*

- Insurance designation (certificate or letter of completion)
  - 20 hours in Insurance/financial services courses (college transcript(s))
  - Degree(s) in Insurance
  - 10 years insurance experience and detailing insurance industry knowledge (Resume)
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### **B. Training/Education Knowledge** *(Select One)*

- Completed the SITE Train-the-Trainer program
  - Completed 'pre-approved' alternative TTT Program (Langevin or ATD)
  - Completed a SITE Board-approved alternative TTT Program (must submit prior to application)
  - 20 or more semester hours or completed an accredited degree (undergraduate or graduate) in education based courses focused on instructional design and adult learning
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### **C. Professional Training/Education Experience**

#### **I. Evidence of Training/Education Experience** *(Select One)*

- Course outline that I have designed and/or delivered that includes (must have all 3):
  1. Learning objectives
  2. Training techniques/methodologies utilized
  3. **AND** Copy of an evaluation tool which assesses the effectiveness of the training and/or instructor
  
- Course outline that a team I manage has designed and/or delivered that includes (must have all 3):
  1. Learning objectives
  2. Training techniques/methodologies utilized
  3. **AND** Copy of an evaluation tool which assesses the effectiveness of the training and/or instructor

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**I have also included:** *(Select One)*

- A list of courses I have designed and/or delivered during the most recent three years.
  - Passing ratio reports for three AICPCU or similar courses I have delivered.
  - A list of courses my team members have designed and/or delivered under my leadership during the most recent three years.
  - Summary copies of student evaluations from three different courses I have delivered.
  - Copies of Needs Assessments I have conducted
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## **II. Length of Time as a Training/Education Professional**

- I have included a resume showing a minimum of five years' experience as a training/education professional.
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