



## Checklist for SITE ITP Application Materials

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### III. Insurance Industry Knowledge Requirement (Select One)

- \_\_\_\_\_ Copy of insurance designation(s). Note: an insurance license does not qualify as a designation.
- \_\_\_\_\_ Copy of college transcripts showing 20 hours in courses related to Insurance/Risk Management (Property and Casualty, Commercial, Life and Health and Financial Services).
- \_\_\_\_\_ Degree(s) in Insurance
- \_\_\_\_\_ Resume verifying 10 years' insurance experience and detailing insurance industry knowledge
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### IV. Training/Education Knowledge (Select One)

- \_\_\_\_\_ Completed the SITE Train the Trainer program (Completed: \_\_\_\_\_(month/year )
- \_\_\_\_\_ Completed a Train the Trainer program from the list of approved alternative programs below and have included proof of completion
- ATD TTT (Association for Talent Development, formerly ASTD)  
Langevin Learning Services TTT
- \_\_\_\_\_ Completed a SITE Board-approved alternative TTT Program (must submit prior to application)
- \_\_\_\_\_ Earned 20 or more semester hours or completed an accredited degree (undergraduate or graduate) in education based courses\*.  
Note: \*focused on instructional design and adult learning
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### V. Professional Training/Education Experience

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

<input type="checkbox"/> I have included a copy of a course outline that I have designed and/or delivered that includes (must have all 3): _____ Learning objectives, _____ Training techniques/methodologies utilized, <b>AND</b> _____ Copy of an evaluation tool which assesses the effectiveness of the training and/or instructor	OR	<input type="checkbox"/> I have included a copy of the course outline that a team I manage has designed and/or delivered that includes (must have all 3): _____ Learning objectives, _____ Training techniques/methodologies utilized, <b>AND</b> _____ Copy of an evaluation tool which assesses the effectiveness of the training and/or instructor
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**b. 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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**VI. 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.

Note: Training/education work experience must be in the areas of instructional design/development, training delivery, or learning technology (or managing a team in those roles) with at least 50% of professional time dedicated to those areas. Experience can be consecutive or collective.

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