

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

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

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 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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