



ASSOCIATION OF  
IMAGE CONSULTANTS  
INTERNATIONAL

# **AICI CEU PROVIDER PROGRAM MANUAL**

**April 28, 2022**

## Table of Contents

|                                                                                     |    |
|-------------------------------------------------------------------------------------|----|
| Application Guidelines.....                                                         | 3  |
| Expectations for Trainers.....                                                      | 3  |
| Background.....                                                                     | 4  |
| Important Timelines.....                                                            | 4  |
| Application and Training Delivery Checklist.....                                    | 5  |
| Application and Training Delivery Steps.....                                        | 6  |
| Step 1: Identify a Need for This Training.....                                      | 6  |
| AICI Core Competencies.....                                                         | 7  |
| Step 2: Identify Learning Outcomes.....                                             | 8  |
| Step 3: Determine Delivery Methods.....                                             | 9  |
| AICI Classroom Trainings for CEUs.....                                              | 9  |
| AICI Webinars for AICI CEUs.....                                                    | 10 |
| AICI Webcasts for AICI CEUs.....                                                    | 11 |
| AICI Personal Study Program for CEUs.....                                           | 11 |
| Step 4: Identify Main Content Areas.....                                            | 12 |
| Step 5: Develop a Training Plan.....                                                | 13 |
| Step 6: Develop Participant Materials and PowerPoint Slides.....                    | 14 |
| Step 7: Develop Participant Training Evaluation (PTE) form.....                     | 15 |
| Step 8: Complete Application Form to Have Training Program AICI CEU - Approved..... | 15 |
| Step 9: Gather Materials Needed for Application.....                                | 16 |
| Step 10: Contact AICI VP Education with Questions.....                              | 17 |
| Step 11: Submit Completed Application and Fee to AICI HQ.....                       | 17 |
| Step 12: AICI CEU Review.....                                                       | 18 |
| Step 13: Receive Program Approval and Prepare for Training.....                     | 18 |
| Step 14. Deliver the Training.....                                                  | 18 |
| CEU Speech.....                                                                     | 19 |
| Step. 15 Collect PTEs.....                                                          | 19 |
| Step 16. Provide Support to Participants Following the Training.....                | 20 |
| Step 17. Complete AICI CEU Report and Trainer Self-Evaluation (TSE).....            | 20 |
| Step 18. Submit Post-Event Documents to AICI HQ.....                                | 21 |
| Quick Reference for Trainers and Appendices.....                                    | 22 |
| Roles of the AICI CEU Chair, AICI CEU Administrator, and AICI HQ.....               | 23 |
| Application for AICI CEU-Program Approval.....                                      | 25 |
| Training Plan.....                                                                  | 27 |
| Sample of Partial Training Plan.....                                                | 28 |
| Participant Training Evaluation.....                                                | 30 |
| AICI CEU Report.....                                                                | 32 |
| Trainer Self-Evaluation.....                                                        | 33 |

## Application Guidelines

### Expectations for Trainers

- The focus of every education program CEU - approved through AICI is on the learner. Assurance must be given that the needs of learners have been identified, that content and instructional methods are designed specifically for the learners, and that the learning outcomes are effectively evaluated.
- AICI CEU Providers (those trainers who are approved by AICI to provide CEU - approved courses), in nearly every instance, will have earned the designation of either Certified Image Master (CIM) or Certified Image Professional (CIP). Sometimes, chapters invite speakers outside AICI to present at their education days. If these programs are to be AICI CEU - approved, evidence of the presenter's expertise must be submitted to the AICI CEU Administrator. Such evidence might be advanced education and years of experience in the subject area.
- The following **AICI Core Competencies** can only be taught by AICI CIPs and AICI CIMs: Art in Dress & Image (including accessories); Design Principles (goals): Balance, Proportion, Scale, Rhythm, Emphasis, Unity; Elements (tools): Line, Shape, Color, Texture, Pattern; Personal Style in the Elements of Design; and Wardrobe Management.
- In situations where a presenter makes an application to have a course AICI CEU - approved and does not have a CIM or CIP, the VP Education and/or AICI CEU Committee Chair and, if necessary, the CEU Committee will review the presenter's credentials and determine whether the application can proceed.
- AICI CEU - approved trainers continually seek ways to improve their skills in training design, delivery, and evaluation.
- Every effort is made to deliver high quality training for members of AICI.
- Each person who applies is responsible for sending a complete packet of required information:
  - A completed "**Application for AICI CEU-Program Approval**"
  - A **Training Plan**
  - A sample of participant materials and PowerPoint slides, if used
  - A **Participant Training Evaluation** form
  - A bio headshot for initial application (for each instructor, if multiple instructors)
  - A sample of marketing materials, which includes how participants earn AICI CEUs
  - The Disclaimer statement regarding certification
  - A "Statement of Proprietary Interest," if desired
- AICI CEU - approved trainers take advantage of the trainer development opportunities offered through AICI.

## Background

AICI is proud to offer training programs for CEUs to its members and is committed to ensuring these programs are of the highest caliber. AICI has created its standards based on stringent training and development guidelines. The primary purpose of the AICI CEU program is to promote and enhance quality continuing education through its high standards and guidelines. Qualified trainers who successfully complete this application process are approved by AICI to offer CEU - approved programs/courses. AICI confers CEUs to participants who successfully complete approved courses.

The Association of Talent Development (ATD) offers valuable resources for educators ([www.td.org](http://www.td.org)).

All the resources for the CEU Program can be viewed on the AICI website at [CEU Program Resources](#). The application and reporting documents can be downloaded. They are all “fillable” Word documents, i.e. can be filled out in Word.

Please note that this application requires a thoughtful process that focuses on the learner with the primary goal of providing consistent, quality training. If you are applying to have your program renewed for AICI CEUs, you will have to go through the same application process. The renewal process is a chance to review your program from the initial design stages through delivery and evaluation.

## Important Timelines

### Submitting an application to have your training program AICI CEU - approved.

- Submit an application, supporting materials, and fee at [CEU Program Approval](#) to have your training program AICI CEU - approved **six weeks before the intended training delivery**.

### Once your training program is approved for AICI CEUs

- You will be notified by the AICI CEU Administrator.
- Your program information will be submitted to headquarters to be listed on the AICI website.
- You can send AICI HQ any AICI CEU - approved courses that are scheduled for inclusion in the AICI CEU Education Calendar that is posted on the AICI website.

### After the AICI CEU-approved training program is delivered

- Submit an **AICI CEU Report**. The completed form includes a typed list of all participants who attended the training and qualify to receive AICI CEUs, the postal and email addresses of attendees, and a request for certificates. The **Participant Training Evaluations** and a completed **Trainer Self-Evaluation** for each presenter must be submitted **2 weeks after the training** to the AICI CEU Administrator.
- Expect contact with the AICI CEU Administrator after your training sessions to discuss any training design and delivery issues.
- Failure to complete these steps will result in a delay in updating member AICI CEU records.

| Application and Training Delivery Checklist                                                                                                                                                                                                                                                                                                        |                             |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|
| <p>These are the steps to follow as the trainer develops a training program. Step 11 lists the documents you will need to submit to the AICI CEU Administrator.</p> <ul style="list-style-type: none"> <li>• Classroom training must be a minimum of one hour.</li> <li>• Teleclasses and webinars must be from 60 to 120 minutes long.</li> </ul> | Please check when completed |
| Step 1: Identify a Need for This Training                                                                                                                                                                                                                                                                                                          | <input type="checkbox"/>    |
| Step 2: Identify Learning Outcomes                                                                                                                                                                                                                                                                                                                 | <input type="checkbox"/>    |
| Step 3: Determine Delivery Methods                                                                                                                                                                                                                                                                                                                 | <input type="checkbox"/>    |
| Step 4: Identify Main Content Areas                                                                                                                                                                                                                                                                                                                | <input type="checkbox"/>    |
| Step 5: Develop a Training Plan                                                                                                                                                                                                                                                                                                                    | <input type="checkbox"/>    |
| Step 6: Develop Participant Materials and PowerPoint Slides                                                                                                                                                                                                                                                                                        | <input type="checkbox"/>    |
| Step 7: Develop Participant Training Evaluation (PTE) form                                                                                                                                                                                                                                                                                         | <input type="checkbox"/>    |
| Step 8: Complete Application Form to Have Training Program AICI CEU - Approved                                                                                                                                                                                                                                                                     | <input type="checkbox"/>    |
| Step 9: Gather Materials Needed for Application                                                                                                                                                                                                                                                                                                    | <input type="checkbox"/>    |
| Step 10: Contact AICI VP Education with Questions                                                                                                                                                                                                                                                                                                  | <input type="checkbox"/>    |
| Step 11: Submit Completed Application and Fee to AICI HQ                                                                                                                                                                                                                                                                                           | <input type="checkbox"/>    |
| Step 12: AICI CEU Review and approval notification                                                                                                                                                                                                                                                                                                 | <input type="checkbox"/>    |
| Step 13: Receive Program Approval and Prepare for Training                                                                                                                                                                                                                                                                                         | <input type="checkbox"/>    |
| Step 14. Deliver the Training and Give the AICI CEU Speech                                                                                                                                                                                                                                                                                         | <input type="checkbox"/>    |
| Step. 15 Collect PTEs                                                                                                                                                                                                                                                                                                                              | <input type="checkbox"/>    |
| Step 16. Provide Support to Participants Following the Training                                                                                                                                                                                                                                                                                    | <input type="checkbox"/>    |
| Step 17. Complete AICI CEU Report and Trainer Self-Evaluation (TSE) Forms                                                                                                                                                                                                                                                                          | <input type="checkbox"/>    |
| Step 18. Submit Post-Event Documents to AICI HQ                                                                                                                                                                                                                                                                                                    | <input type="checkbox"/>    |

## Application and Training Delivery Steps

### **Step 1: Identify a Need for This Training**

After extensive research and development, AICI has identified Core Competencies that include many topic areas that will help to meet the training needs of members. Core Competencies are divided into three broad areas of study: Technical Knowledge, Business Management and Professional Preparation and Development. Within each of these broad areas, you will see more specific subjects listed.

You can use this information to design your training program or, alternatively, conduct your own survey to determine the needs of potential students. This might be accomplished through an on-line or telephone survey. From time-to-time, AICI conducts member surveys that also help to identify member needs that can be addressed with training and development.

You must also think about whether your training delivery medium will be in the classroom, by webinar, personal study, or other means. In Step 3, you will determine what delivery method to use.

# AICI Core Competencies

## BUSINESS MANAGEMENT

### Organizational Aspects

Business Forms, Official/Business Location, Financing, In-Office Staff, Resources/Related Professionals, Associations to Join/Conferences to Attend, Publications to Subscribe to, Image and non-image related entities to associate with for strategic alliances

### Management Aspects

AICI Code of Ethics, Strategic Planning/Business Plan, Equipment Supplies, Legal Issues (East & West), Management Style & Skills, Accounting 5- Record Keeping, Travel, Short & Long Term Business Projection, Pivot Strategy

## TECHNICAL KNOWLEDGE

### Psychological Aspects of Image

Effects of Image, Self Concept, Theory/Individual Identity, General Values & Clothing Value Theory, Personality Theory, Defense Mechanisms, Psychological Shifts (Working From Home)

### Social Aspects of Image

Origins, Motives, Function of Apparel, Grooming, Non-Verbal Communication via Image, Cultural Patterns, Diversity, Roles, Status & Stratification/Rank, Historic Costume, Fashion Industry & Fashion Trends, Etiquette & Protocol, Civility, Sustainability, Diversity & Inclusivity

### Physical Aspects of Image

Physical Body Perception and Presentation, Body Language, Nutrition/Diet, Exercise/Fitness, Cosmetic Surgery, Grooming

### Artistic Aspects of Image/ Visual Design in Apparel

Art in Dress & Image (including Accessories), Design Principles (Goals): Balance, Proportion, Scale, Rhythm, Emphasis, Unity. Design Elements (Tools): Line, Shape, Color, Texture, Pattern, Personal Style in the Elements of Design, Wardrobe Management

## AICI Core Competencies

## PROFESSIONAL PREPARATION AND DEVELOPMENT

### Personal Development

Adapting to Virtual Training, Presenting & Consulting; Studio Setup & Equipment, Virtual Training Know-How, Blended Learning Model, Leadership, Personal & Corporate Branding

### Programs (Working with Groups)

Presentation Topics, Program Presentational Skills, Types of Formats for Programs/Presentations, Teaching/Facilitation & Engagement Techniques, Teaching Aids & Materials, Program Preparation Materials

### Services (Working with Individuals)

Potential Services (Men, Woman, Children), Service Preparation Materials, Coaching/Facilitation Techniques

### Marketing/Marketing Techniques

Public Relations, Graphics, Promotions/ Promotional Materials, Fee Structure, Selling Skills, Business/Personal Networking, Social Media, Digital Marketing, Corporate Social Responsibility

### Products

Potential Products/Product Development, Distribution

### Clientele/Target Market

Potential Clientele

## Step 2: Identify Learning Outcomes

Identifying appropriate learning outcomes for your training is fundamental to its success. By determining what you want your attendees to know and be able to do as a result of your program, you can focus the training design on what is important. In other words, you design your program around the results you hope to achieve – begin with the end in mind.

Make sure the delivery mode you are considering is the most suitable for the learning outcomes you hope to achieve. *(The number of learning outcomes for your program will be determined by the key results you want, not by each content item.)*

Learning outcomes are:

- What the participant will be able to **do** by the end of the program
- Focused on the learner's behavior
- Clear and measurable

The verbs used in writing learning outcomes **MUST BE measurable** or **observable action verbs**.

Examples of **clear and measurable action verbs** to be used are:

|          |               |            |            |
|----------|---------------|------------|------------|
| describe | write         | produce    | analyze    |
| identify | discuss       | illustrate | compare    |
| outline  | give examples | practice   | develop    |
| define   | demonstrate   | modify     | categorize |
| name     | select        | prepare    | evaluate   |

Examples of **vague verbs** that are not measurable (therefore, **not to be used in stating Learning Outcomes**) are:

|            |            |                   |
|------------|------------|-------------------|
| know       | comprehend | show knowledge of |
| grasp      | learn      |                   |
| understand | appreciate |                   |

**Examples of Learning Outcomes:**

- Each participant will **evaluate** five women's garment details and silhouettes
- Given 10 models, participants will **identify** the garment details that accentuate, balance, or camouflage the body shape of each model.
- Participants will **list** the details and silhouettes with 80% accuracy.

The length and the goals of a program determine how complex or simple the learning outcomes should be. Is it a basic overview or an in-depth skill development program? A lengthier, more detailed course requires more learning outcomes. *Participants of your training program must be informed of the intended learning outcomes prior to, during, and at the conclusion of the learning event.*

### **Step 3: Determine Delivery Methods**

You must identify what method you are going to use to deliver the learning content and activities to participants. A description of each of the learning delivery approaches follows:

### **AICI Classroom Trainings for CEUs**

Description: Students attend in-person classroom trainings. The minimum length of a classroom session is 60 minutes. Classroom trainings may meet multiple times to complete an AICI CEU – Approved program. When your program is approved, it is recommended that you have a maximum of 10 people in your class and a minimum of two. For chapter programs that are one-time events, there is no limit to the number of attendees.

#### **Advantages of Classroom Trainings**

1. Ability to encourage collaborative learning
2. Opportunity for individualized interactions with participants
3. Teaching style can be modified according to students' needs and levels of experience
4. Keeps participants stimulated

#### **Standards (Must Follow)**

1. You can teach the approved program as frequently as you like. If another chapter would like a similar course presentation as one that was approved for a one-time chapter event, another application must be submitted for approval for AICI CEUs.
2. Organize each class for a minimum of 60 minutes. Extra time you take to wait for students who are late to class, breaks, or any other delays, do not count as contact time for AICI CEUs.
3. Students are expected to be present for all classes. If a circumstance beyond a participant's control results in absence, the following standards have been established so that the participant can still earn AICI CEUs for the course
  - a. The trainer determines the nature of the makeup work if a student misses a class. Proof of the makeup work must be included with the individual's completed *Participant Training Evaluation*. A suggested approach for helping make up work is to have the participant listen to a recording of that class and summarize what was learned in at least

three paragraphs. The summary must be submitted to the trainer. The participant must also complete all the assignments for the missed class.

- b. No more than 15% of classes can be missed to earn AICI CEUs. If more than 15% of the class is missed, the student must make up the class the next time it is offered.

### **Guidelines (Suggested Approach)**

1. Make a list of participants and take attendance at the beginning of the class.
2. Set assignments between sessions, and, at the beginning of the next session, have participants report on the actions they took.
3. Develop handouts/workbook prior to each class and make them available to participants.

## **AICI Webinars for AICI CEUs**

Description: Students attend a **live** class online, usually organized in multiple sessions for shorter amounts of time than a face-to-face class.

### **Advantages of Webinars**

1. More affordable solution than classroom presentations
2. Presented in smaller segments of time, so it is easier for participants to attend
3. Encourages participation from around the world, which reinforces AICI as a global learning community.
4. A valuable delivery method when classroom delivery is unavailable.

### **Standards (Must Follow)**

1. You can teach the approved program as frequently as you like. If another chapter would like to present the same webinar that was approved for a one-time chapter event, a renewal application must be submitted in order for the presentation to qualify for AICI CEUs.
2. Organize each class for a minimum of 60 minutes to a maximum of 120 minutes. Extra time you take to wait for students who are late to class, breaks, or any other delays, do not count as contact time for AICI CEUs.
3. Students are expected to be present for all classes. If a circumstance beyond a participant's control results in absence, the same standards listed above in classroom trainings can be applied so that the participant can still earn AICI CEUs for the course

## Guidelines (Suggested Approach)

1. Make a list of participants and take attendance at the beginning of the class.
2. Set assignments between sessions, and, at the beginning of the next session, have participants report on the actions they took.
3. Develop handouts/workbook prior to each class and make them available to participants.
4. Record your class sessions so that they are available for participants who were not on a call, within the standards listed above.

## AICI Webcasts for AICI CEUs

Webcasts are, in effect, webinars with CEUs attached that are FREE to members. Webcasts are one-time events. Webcasts include the Angel Fund sponsored online events. Webcasts can be later used as webinars for CEUs, but would require a renewal application for that purpose.

## AICI Personal Study Program for CEUs

**Description:** Students receive course materials from the instructor and complete all course requirements **at their own pace** within one year. Materials can be on-line or in print form. Communication between instructor and student takes place at least once per month.

### Advantages of a Personal Study Program

1. Convenient and accessible for people who cannot attend onsite or synchronous online classes to earn AICI CEUs.
2. Opportunity to develop skills over a longer period than in a classroom setting, where time is condensed. This allows students to reinforce their learning and to put their knowledge into practice.
3. Self-paced.
4. Can enter program at any time.
5. Can include more content than can be delivered within the structured time of a classroom.
6. A valuable delivery method when a classroom delivery is impossible.

### Standards (Must Follow)

1. Participants must be given AICI CEU requirements at the beginning of the course.

2. Maintain accurate records of each student's work and monthly communications.
3. Set a time frame for course completion. The maximum time for course completion is a year from the course start date.
4. The trainer reviews the student's first assignment and gives feedback before the student begins the next assignment.
5. All participant materials must include clear instructions on what content to cover, how to study it, and how assignments must be completed.

### **Guidelines (Suggested Approach)**

1. Keep a log of student progress.
2. The trainer takes on the role of coach, as the trainer/participant relationship develops. The participant has access to the trainer as questions or concerns surface.
3. The trainer seeks ongoing feedback from each participant to verify that the course is meeting participant needs.

### **Step 4: Identify Main Content Areas**

Once you have identified what your participants will learn in your training program (the learning outcomes), identify the major "chunks" of information that you want to share. For example, if your training program is, "How to Effectively Communicate with Your Customers," the learning outcomes might be:

- Name the major parts of the communication process
- Practice what you say when you first meet a client
- Identify three strategies for communicating with an upset client
- List three reasons why listening is important to good communication

The main content areas might be:

- What contributes to effective communication
- Why effective communication is important
- Forms of communication, e.g. face-to-face, print material, email
- Behavior that encourages good communication
- The art of listening
- Meeting your client for the first time
- Communication challenges

By asking yourself the following questions, you can list the main content areas for your course:

- What topics will address the training needs of AICI members and achieve the learning outcomes I have already identified?
- What does research tell me about the latest information on the topic areas?
- What are the “must cover” topics and “would be nice to cover” topics? (You might have to drop some of the “would be nice to cover” topics, because of time constraints).
- What method of delivery have I chosen, and how will I use the selected approach to its best advantage?
- What should be the length of the training? Should it be offered in one session or in a series of sessions?
- What kind of unique perspective can I bring to the selected topics?

The list of main content areas will provide a framework as you develop the specifics that are described in the training plan.

## **Step 5: Develop a Training Plan**

Completing the **Training Plan** will help you carefully think through the purpose for each content section, the timing, the content specifics, the method of delivery, participant activities, and the transitions between content sections that are needed for your training.

A partially completed **Sample of Partial Training Plan** for “Put on Your Facilitator Hat” is located in the appendix for an additional reference.

The [Training Plan Template](#) is available on the AICI website as a Word-fillable document.

## **Instructional Strategies/Learner Demonstrations**

Instructional strategies are the methods you are going to use to share the content information with participants to help them learn. Learner demonstrations are learner-led activities that indicate the participant understands the concept presented. Devise a variety of means to help participants learn the things you think are important for them to know (the learning outcomes).

Using a wide range of instructional strategies such as lecture, small group discussion, trainer and learner demonstrations, exercises, and games will keep participants stimulated and eager to learn. It helps them to view the content from a variety of perspectives. Different learning outcomes require different instructional strategies.

When using different training delivery systems, trainers must employ instructional strategies that are appropriate to that delivery method. In developing the training plan, the trainer must explain specifically how the training content will be shared with participants, whether the delivery is in the classroom or online.

### Examples of Instructional Strategies:

- Makeup **demonstration** by instructor
- Class **discussion** on business opportunities for image consultants
- **Simulation** of a wardrobe evaluation (pretending/practicing)
- **Lecture** on body type analysis
- **Case studies** of situations in working with corporate clients

Participants should be able to demonstrate that they have attained the learning outcomes you set. Consequently, you must include instructional strategies that allow participants opportunities to actively demonstrate that they have learned certain knowledge, skills, or behaviors. For example, in the “How to Effectively Communicate with Your Customers” training, mentioned in Step 4, a learner demonstration might be:

- Using the guidelines for the art of listening, the participants will select and discuss a topic of interest with a partner. A third person will observe the two in their communication and record instances when the art of listening was applied.

### Technology

For online programs, the applicant must state what technology is required. Potential attendees must be notified of the required technology prior to the event, so they are appropriately equipped to fully participate in the program.

### Learning Environment

It is important to evaluate the environment where the learning will take place. In a classroom setting, consideration must be given to the well-being of participants, such as having comfortable furniture and good lighting. Reasonable accommodations must be made for those who have a disability. (In the USA, requirements in the Americans with Disabilities Act must be met). AICI is a global organization, so cultural and language differences must be considered as presentation plans are developed.

In online presentations, consider how you can create a productive learning environment:

- Can you communicate with individuals by name?
- Are participants able to ask questions?
- Are they familiar with the technology?
- Can you help them feel more comfortable with using the technology?

### Step 6: Develop Participant Materials and PowerPoint Slides

The next task is to prepare materials for the participants. Examples would be handouts, worksheets, quizzes, models, PowerPoint slides or other resources.

When you submit your application to have your program AICI CEU - approved, you are required to include a sample of the materials you plan to use with participants. At least two-pages of a handout and/or five slides are required as samples of your course materials.

*Please be assured that your intellectual property will not be shared with anyone beyond the AICI CEU Committee.*

## **Step 7: Develop Participant Training Evaluation (PTE) form**

An example of the **Participant Training Evaluation** (PTE) form is located in the Appendix. Please download the latest version of the training evaluation from the AICI website located here: [Participant Training Evaluation Form](#)

In the spaces provided at the bottom of the PTE, please list the learning outcomes for your training program exactly as they appear at the top of your Training Plan. Retain the “generic” statements (Items 1-13 on the sample form) that are used for all AICI training programs that are CEU - approved. Delete any lines on the form that are not used or add more lines as needed to accommodate your learning outcome statements.

## **Step 8: Complete Application Form to Have Training Program AICI CEU - Approved**

Once all the previous steps are completed, your application is now ready for CEU submission. Please use the online application on the AICI Website located here: [CEU Program Approval](#).

**Please note: If you are presenting a lengthy program, participants are not able to earn any AICI CEUs for partial attendance.** For example, if your program is approved to offer AICI CEUs as a five-day program, AICI is not able to award AICI CEUs to a participant who attends only two days of the program. If you want to offer AICI CEUs to participants for part of your multi-day program, you can apply to have each module of that training AICI CEU - approved **separately**.

If you delegate your presentation to other trainers, these trainers must be listed on the application form and meet the same guidelines. Each additional trainer will be required to submit a bio that outlines their expertise and qualifications to be a trainer of this material. In addition, any trainer who is not a CIP or CIM must submit three testimonial letters, which identify abilities and experience to teach the course.

- a. The AICI CEU Committee must be notified if other trainers (other than the AICI CEU Provider) are presenting the training.
- b. Information must be provided about how the additional trainers will be ready to present your materials, i.e., how will you help them be prepared to conduct the training?
- c. The AICI CEU Provider will act as a coach and mentor to the other trainer(s).

In calculating the number of AICI CEUs for your training program, take the number of contact hours (those hours you are with participants) and divide by ten. For example:

- 1.7 CEUs = 17 Contact Hours / 10
- 0.3 CEUs = 3 Contact Hours / 10

Time for meals and breaks is not counted as contact time. For personal study programs, the hours are calculated based on the estimated number of hours to complete the independent work. The trainer must be able to document how they determined the number of hours for the personal study program.

Please submit application materials and fee to: [CEU Program Approval](#)

The appendix includes the [Application for AICI CEU-Program Approval](#) and a sample of the [Participant Training Evaluation](#) (PTE) form.

## **Step 9: Gather Materials Needed for Application**

- a. The completed Application form**
- b. Your Training Plan**
- c. Your Participant Training Evaluation template**
- d. Your bio and headshot photo**
- e. Three testimonials from participants who can attest to your skills as a trainer of the course with a signature on letterhead, if possible.**

Include testimonials from people who can attest to the trainer's qualifications to deliver the training. If there are multiple trainers, three testimonials and a bio per trainer must be submitted. Note: CIPs and CIMs are not required to submit testimonials.

- f. Marketing Materials**

Marketing materials must be submitted with the application.

- 1. Description of learning outcomes**

- 2. Sample of Marketing Materials**

- a. Describe how participants can earn AICI CEUs. Participants must attend the whole program, fully participate in all activities, and complete a PTE.
  - i. The exception to this is for chapter education events when there are multiple sessions. Participants can earn AICI CEUs for each session at a chapter event and do not have to attend every session to earn AICI CEUs.
  - ii. Participants who attend recorded sessions should provide a report or complete an assignment to prove their attendance within one week.
- b. Examples of additional statements to use in promotional materials are:

- i. Participants will have to complete a Participant Training Evaluation (PTE) form and list how they will apply the learning to their business.
- ii. Participants will have to complete a Participant Training Evaluation (PTE) form and pass a written exam.
- iii. Participants will have to complete a Participant Training Evaluation (PTE) form and successfully complete a project.

3. **Disclaimer regarding “certification:”**

Any Certification earned through the trainer upon completion of this course, is entirely independent from AICI’s professional certification programs. (If you wish to pursue AICI Certification, please refer to AICI’s website at [aici.org/certification](https://aici.org/certification))

4. **Statement of Proprietary Interest:**

Individuals who participate in a training event for which AICI offers CEUs have the right to know of any commercial interest an instructor may have in a product or service mentioned during the event.

You are required to disclose each instructor’s proprietary interest in any product, instrument, device, service, or materials discussed in the event. Please provide a copy of the statement that will be used to advise program participants of any proprietary interest.

Examples of such statements are: “The instructor holds patent rights to this instrument” and “As a consultant to [the company], the instructor has a financial interest in this book.”

Trainers must not promote the exclusive use of any commercial product in published instructional materials or during instruction. **The focus is on the learner and not on selling products or services.**

## **Step 10: Contact AICI VP Education with Questions**

For specific questions about the AICI CEU Provider Program Application, please contact VP Education at [vpeducation@aici.org](mailto:vpeducation@aici.org).

It saves a lot of your time and the time it takes to process your application **if questions are asked as you complete the application**, rather than after the application is submitted.

## **Step 11: Submit Completed Application and Fee to AICI HQ**

The application packet should be submitted online through the [AICI website](https://aici.org), along with the application fee. Both the application and fee should be submitted at least **six weeks ahead of the training**.

## **Step 12: AICI CEU Review**

The CEU Committee previews the application documents to ensure that all the approval requirements are met. The CEU Committee will work with the provider referring to program quality standards and will ask questions for clarification on the training content and delivery. If every question has been satisfactorily answered, and all requirements are met, the CEU Committee refers it to the CEU Administrator to give approval for AICI CEUs.

## **Step 13: Receive Program Approval and Prepare for Training**

Once your program is approved, you will receive an approval notice from the AICI CEU Administrator. Your approved course will then be listed as an approved CEU Program on AICI's website.

As an AICI CEU Provider, you will be able to use the AICI CEU Provider logo in your marketing materials.



Every three years from the date of program approval, each program must go through a renewal process. You will be notified by HQ that the time for making a re-application is approaching. For renewal of your program, you will complete an application with all the documents that were required for the initial application, with the exception of your bio and testimonial letters. The renewal process provides an opportunity to review your program and make changes to the documents to reflect the improvements you have made over three years.

## **Step 14. Deliver the Training**

You must use the following speech at the beginning of your presentation to explain the process for earning AICI CEUs through your program:

## CEU Speech

As an authorized CEU Provider, AICI has approved this program/course for \_\_\_\_\_ CEUs.

Earning CEUs is not a requirement of general membership with AICI.

However, if you are currently certified through AICI with CIC, CIP or CIM then you must earn CEUs to retain certification. If you are working towards certification, taking this CEU - approved course will provide proof that you attended this training. Please follow this procedure:

At the end of this program/session, please complete the Participant Training Evaluation form. Even if you are not seeking CEUs, please provide feedback for the presenter. You will notice that included in this form are the learning outcomes for the session. Note that you will receive AICI CEUs for this session, even if you indicate that a learning outcome was not successfully achieved.

Hand in the completed Participant Training Evaluation form to the trainer at the end of this program. **This form is required to earn CEUs, and you may not submit this form at a later date.**

When you earn CEUs, AICI Headquarters is notified, and your CEU record is updated. You may request a copy of your CEU record by contacting AICI Headquarters.

In addition, you must mention the following disclaimer or include it in your materials:

### Disclaimer About Certification

**Any Certification earned through the trainer upon completion of this course is entirely independent from AICI's professional certification programs. (If you wish to pursue AICI Certification, please refer to AICI's website at [aici.org/certification](http://aici.org/certification))**

### Step. 15 Collect PTEs

Each participant must complete a participant training evaluation (PTE) after the training to receive AICI CEUs. However, even those attendees not seeking CEUs are strongly recommended to complete a PTE so their feedback can be given to the presenter. Please note that for Chapter education events, AICI CEUs can be earned for each session attended.

Chapter VPs of Education are responsible for seeing that the PTEs are collected and forwarded electronically to HQ at [ceuadmin@aici.org](mailto:ceuadmin@aici.org). If an authorized AICI CEU Provider is presenting as part of the chapter education event, the Provider is responsible for collecting and forwarding the PTEs for their own session.

Participant responses must not be edited.

## Step 16. Provide Support to Participants Following the Training

The instructor(s) must provide contact information to the course participants, so that participants can follow up with any questions, concerns, or comments after the training.

The intent of the AICI CEU - approved program is to help participants make positive changes in their lives, i.e., learn new behaviors. Making behavior changes requires encouragement and reinforcement, which the instructor should continue to provide after the training program.

## Step 17. Complete AICI CEU Report and Trainer Self-Evaluation (TSE)

### AICI CEU Report

For participants to receive AICI CEUs for attending your training program, you must submit the following:

- A completed **AICI CEU Report** Form which provides information on page one (“Cover” tab at bottom left) about the program training dates, location, program title and the number of AICI CEUs. This document is on the AICI website at [AICI CEU Report](#).
- On the second page (“Participant” tab at bottom left), an Excel spread sheet which includes a list of participants who attended your training program with the following information:
  - Member ID
  - First name
  - Last name
  - Email address
  - Indication of whether they are members or not
  - If you would like to offer AICI CEU certificates to your participants, indicate who would like an AICI CEU Certificate (\$15 per person). You will be invoiced directly for the certificates. Once payment is made, the certificates will be sent to you electronically for dissemination to participants who requested them.

**As an AICI CEU provider you can develop your own certificate, but it must not say “AICI” on it or the number of AICI CEUs, because it is not issued by AICI.**

Each month HQ will update member records to reflect the AICI CEUs earned.

### Trainer Self Evaluation (TSE)

After the training delivery, the instructor(s) will reflect on the training experience and complete a **Trainer Self-Evaluation** form (TSE).

When there are fewer than three students attending an online class, no TSE is required.

For courses where there are multiple trainers, each trainer must complete a TSE for their own section of the course.

The purpose of this form is exclusively for trainer self-development. The information in this form is treated confidentially.

Through a thoughtful, introspective process, the trainer will identify both successful and not-so-successful training content areas and instructional strategies. The fundamental question is, “Did the participants learn what I intended?” If not, such questions as: “Was the content at the wrong level of complexity for the audience? Was the environment conducive to learning? Did I present the content in a compelling way? Did I encourage participants to take responsibility for their own learning?”

You can download the TSE template from the website, [Trainer Self Evaluation](#), and a sample is included in the appendix.

### **Step 18. Submit Post-Event Documents to AICI HQ**

Once you have received all PTEs from participants who want CEUs, submit the PTEs, Trainer Self-Evaluation, and the CEU – Approved Training Report Form to AICI HQ via email: [ceuadmin@aici.org](mailto:ceuadmin@aici.org).

If participants want certificates for their CEUs, AICI HQ will invoice the trainer for the number of certificates needed. Once the trainer pays the invoice, AICI HQ will send the certificates to the trainer. The trainer will then disseminate the certificates to participants.

## Quick Reference for Trainers and Appendices

### PRIOR TO THE TRAINING

1. Follow steps 1-10 in this manual to develop your training.
2. At least 6 weeks in advance of the training, submit to AICI HQ:
  - a. The completed application form
  - b. Your Training Plan
  - c. Your Participant Training Evaluation template
  - d. Your bio and head shot
  - e. Three testimonials from participants who can attest to your skills as a trainer of the course with a signature on letterhead, if possible
  - f. Marketing Materials
    - i. A sample of marketing materials that indicates what is expected of participants who wish to earn AICI CEUs and the Disclaimer regarding certification.
    - ii. Disclaimer regarding certification
    - iii. A statement of proprietary interest

### AT THE TRAINING

1. Ensure each participant has access to the PTE and handout
2. Announce the requirements for earning AICI CEUs at the beginning of the program

### AFTER THE TRAINING

1. At the completion of the program, collect PTEs from all participants and ensure all have been properly completed
2. Complete the AICI CEU - Approved Training Report form
3. Complete the Trainer Self Evaluation
4. Submit all documents to HQ at [ceuadmin@aici.org](mailto:ceuadmin@aici.org)
5. Pay invoice for any certificate requested
6. HQ will create certificates and send to the trainer
7. Trainer will disseminate certificates to participants who requested them

## Roles of the AICI CEU Chair, AICI CEU Administrator, and AICI HQ

The **AICI CEU Committee Chair** ([ceuchair@aici.org](mailto:ceuchair@aici.org)) is an AICI volunteer with oversight responsibilities for:

- Making sure the AICI CEU Application process for trainers to offer CEUs for their courses is in place and functioning effectively.
- Reviewing pre-approval applications of individuals who are seeking AICI CEUs through classes that are not part of the AICI CEU system.
- In conjunction with the VP Education, making decisions about whether a trainer who submits an application without a CIM or CIP is eligible to be an AICI CEU Provider.
- Working closely with the CEU Administrator and CEU Committee to address any issues that arise from the application, training delivery, or evaluation processes.

The **AICI VP Education** is responsible for:

- Working with the AICI CEU Committee to address issues that arise from the application process, such as verifying credentials, guidelines for new training delivery methods, and policy development
- Ensuring that members adhere to the application guidelines and timelines for quality training development and delivery.

**AICI CEU Program Administrator:** [ceuadmin@aici.org](mailto:ceuadmin@aici.org) **AICI HQ** is responsible for:

- Processing Applications and Renewal Applications
  - Answering any questions trainers may have about the application process.
  - Collecting all applications by individual trainers and chapters who want to have their training programs CEU - approved by AICI. **All application and evaluation information is held in strict confidence.**
  - Once the application is submitted and fee is paid, sending new application materials to CEU Committee for review.
  - Once the renewal application is submitted and fee is paid, sending the application to the CEU Administrators for approval.
- Processing and recording post-event materials
  - Reviewing participant evaluations, participant information for CEU verification, and completed Trainer Self Evaluations.
  - Securing fees for AICI CEU Provider requests for AICI certificates (recorded on CEU Report) and sending them electronically to the AICI CEU Providers for dissemination to students.
- Tracking and Recording CEUs
  - Completing a monthly AICI CEU Report

- Maintaining all member records of AICI CEUs earned.
  - Reminding AICI CEU Providers when programs are due for renewal (every three years).
- Updating AICI website
  - Ensuring that AICI CEU - approved courses are listed on the AICI website.
  - Marketing new courses via the weekly Global News
  - Removing courses from the AICI website if not renewed.

## Application for AICI CEU-Program Approval

*Please allow six weeks for application processing*

|                                                                                                                                                                                                                                                                                                                                                        |  |                                                                                                                                                                                                                                |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Course Title:</b>                                                                                                                                                                                                                                                                                                                                   |  |                                                                                                                                                                                                                                |  |
| <b>Trainer(s):</b>                                                                                                                                                                                                                                                                                                                                     |  |                                                                                                                                                                                                                                |  |
| <b>Language(s):</b>                                                                                                                                                                                                                                                                                                                                    |  |                                                                                                                                                                                                                                |  |
| <b>Number of CEUs:</b>                                                                                                                                                                                                                                                                                                                                 |  |                                                                                                                                                                                                                                |  |
| <b>Date of Application:</b>                                                                                                                                                                                                                                                                                                                            |  |                                                                                                                                                                                                                                |  |
| <input type="checkbox"/> First Time Application<br><input type="checkbox"/> Renewal Application (Previous Title, if different: _____)                                                                                                                                                                                                                  |  |                                                                                                                                                                                                                                |  |
| <b>Application on behalf of:</b><br><input type="checkbox"/> AICI Global Event (ie. Angel Fund, Committee Programs, Conference)<br>Date of program delivery: _____<br><input type="checkbox"/> Chapter<br>Host Chapter Name: _____ Date of program delivery: _____<br>Additional Chapter Name(s): _____<br><input type="checkbox"/> Individual/Company |  |                                                                                                                                                                                                                                |  |
| <b>This course is for image consultants who are:</b><br><input type="checkbox"/> Beginning<br><input type="checkbox"/> Intermediate<br><input type="checkbox"/> Advanced                                                                                                                                                                               |  |                                                                                                                                                                                                                                |  |
| <b>Delivery Method(s):</b>                                                                                                                                                                                                                                                                                                                             |  |                                                                                                                                                                                                                                |  |
| <b>Synchronous</b> ( <i>real time</i> )<br><input type="checkbox"/> Classroom<br><input type="checkbox"/> Teleclass<br><input type="checkbox"/> Webinar<br><input type="checkbox"/> Other                                                                                                                                                              |  | <b>Asynchronous</b> ( <i>access to training materials anytime</i> )<br><input type="checkbox"/> Personal Study<br><input type="checkbox"/> Recorded Video<br><input type="checkbox"/> Online<br><input type="checkbox"/> Other |  |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |        |  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--------|--|
| <b>Contact Information</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |        |  |
| Company delivering training:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |        |  |
| Contact Person:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |        |  |
| Email Address:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  | Phone: |  |
| Mailing Address:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  |        |  |
| <p><b>For all applications, please attach:</b></p> <p><input type="checkbox"/> The Training Plan</p> <p><input type="checkbox"/> A sample of marketing materials includes:</p> <ul style="list-style-type: none"> <li>• What participants are expected to do to earn AICI CEUs (ie. Attend all sessions, complete a final project, take a test)</li> <li>• Disclaimer regarding “certification”</li> <li>• Statement of Proprietary Interest</li> <li>• Description of learning outcomes</li> </ul> <p><input type="checkbox"/> Participant Training Evaluation (PTE) form</p> <p><input type="checkbox"/> Sample of Participant handout and PowerPoint slides, if used</p> |  |        |  |
| <p><b>For new applications, please also attach:</b></p> <p><input type="checkbox"/> Your bio, which focuses on why you are qualified to give this training (including Certification level with AICI) and describes your training experience</p> <p><input type="checkbox"/> Your headshot photo</p> <p><input type="checkbox"/> Three testimonials per trainer from participants which attest to trainer skills.</p>                                                                                                                                                                                                                                                        |  |        |  |
| <p><b>Submit this application and all supporting documents on the AICI Website at:</b><br/> <a href="https://www.aici.org/page/CEU_Program_Approval">https://www.aici.org/page/CEU_Program_Approval</a></p> <p><i>Complete application packets are required. Please allow six weeks for application processing.</i></p>                                                                                                                                                                                                                                                                                                                                                     |  |        |  |
| <p><b>For general questions about becoming an AICI CEU Provider, please contact the AICI VP Education:</b><br/> <a href="mailto:vpeducation@aici.org">vpeducation@aici.org</a></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |        |  |

## Training Plan

This template is available as a fillable Word document on the AICI website: [www.aici.org](http://www.aici.org)

|                            |  |
|----------------------------|--|
| <b>Title of Training:</b>  |  |
| <b>Trainer(s):</b>         |  |
| <b>Language(s):</b>        |  |
| <b>Delivery Method(s):</b> |  |

|                                                                                                                                                                  |                                      |                                                                                                                                                                                                                                                                                                                                                                                                                             |                                     |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|
| <b>AICI Core Competencies This Training Will Address:</b>                                                                                                        |                                      |                                                                                                                                                                                                                                                                                                                                                                                                                             |                                     |
| <b>Learning Outcomes</b><br>By the end of the session participants will be able to: <ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> </ol> |                                      | <b>For classroom location (please check when complete)</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Will comfortably accommodate participants</li> <li><input type="checkbox"/> Has appropriate lighting, sound system, and furniture</li> <li><input type="checkbox"/> Has the necessary technology</li> <li><input type="checkbox"/> Meets American Disabilities Act requirements (USA)</li> </ul> |                                     |
| <b>Approximate Time In Min</b>                                                                                                                                   | <b>Content (Topic being covered)</b> | <b>Instructional Strategies and Learner Demonstrations (How the topic is taught and what the learner will do)</b>                                                                                                                                                                                                                                                                                                           | <b>Resources/ Technology Needed</b> |
|                                                                                                                                                                  |                                      |                                                                                                                                                                                                                                                                                                                                                                                                                             |                                     |
|                                                                                                                                                                  |                                      |                                                                                                                                                                                                                                                                                                                                                                                                                             |                                     |
|                                                                                                                                                                  |                                      |                                                                                                                                                                                                                                                                                                                                                                                                                             |                                     |
|                                                                                                                                                                  |                                      |                                                                                                                                                                                                                                                                                                                                                                                                                             |                                     |
|                                                                                                                                                                  |                                      |                                                                                                                                                                                                                                                                                                                                                                                                                             |                                     |

## Sample of Partial Training Plan

**Title of Training:** Put on Your Facilitator Hat

**Trainer:** Super AICI CEU Provider

**Delivery Method:** Classroom

| <b>AICI Core Competencies This Training Will Address:</b> Professional Preparation and Development <ul style="list-style-type: none"> <li>Teaching/Facilitation Techniques</li> </ul>                                                                                                                                       |                                                             |                                                                                                                                                                                                                                                                 |                                                                                        |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|
| <b>Learning Outcomes</b><br>By the end of the session participants will be able to: <ul style="list-style-type: none"> <li>Define the two main roles of a facilitator</li> <li>Identify six reasons for using a facilitator</li> <li>Demonstrate four facilitator skills</li> <li>Identify five listening skills</li> </ul> |                                                             | <b>For classroom location (please check when complete)</b><br>X Will comfortably accommodate participants<br>X Has appropriate lighting, sound system, and furniture<br>X Has the necessary technology<br>X Meets American Disabilities Act requirements (USA)  |                                                                                        |
| Approximate Time                                                                                                                                                                                                                                                                                                            | Content<br>(Topic being covered)                            | Instructional Strategies and Learner Demonstrations<br>(How the topic is taught and what the learner will do)                                                                                                                                                   | Resources/ Technology<br>Needed                                                        |
| 20 min                                                                                                                                                                                                                                                                                                                      | Welcome and Introductions;<br>Purpose and Learning Outcomes | -The participants introduce themselves; share why they brought their particular hat and their expectations for the training<br>-State purpose of session and what participants are expected to learn (learning outcomes)<br>-Explain purpose of the Parking Lot | -Tent Cards<br>-Hat<br>-Flip Chart<br>-Welcome Sign<br>-Notebook<br>-Parking Lot sheet |

|        |                                             |                                                                                                                                                                                                                                                                                                                            |                                             |
|--------|---------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|
| 10 min | What is Facilitation and Why do we Need it? | -Share definition on slide<br>-Explain factors contributing to the need for facilitation <ul style="list-style-type: none"> <li>• Complex work environments</li> <li>• Interdependence between workers</li> <li>• Increase in customer demands</li> <li>• More teams</li> <li>• Facilitator helps get work done</li> </ul> | -PowerPoint slides<br>-Laptop and Projector |
| 30 min | What is the Facilitator's Role?             | -Share information on role and give two examples of personal facilitation experiences<br>-Ask participants if they have facilitation experiences and ask two members to share                                                                                                                                              |                                             |



## Participant Training Evaluation

|                                                       |  |
|-------------------------------------------------------|--|
| Course Title:                                         |  |
| CEUs Earned:                                          |  |
| Date of Training:                                     |  |
| Trainer Name:                                         |  |
| Location (if applicable):                             |  |
| AICI Member ID:<br>(Please write N/A if not a member) |  |

Please complete this evaluation at the conclusion of the training session. It is important to complete this in detail and to be frank in your observations. **If you want to earn AICI CEUs for completing this class, please fill out the entire form.**

If you would like to share any additional comments with the AICI VP Education, please contact [vpeducation@aici.org](mailto:vpeducation@aici.org)

|                                                                                                                            |                                                                                                                         |   |   |   |   |   |
|----------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|---|---|---|---|---|
| <b>Please rate your level of agreement on each of these statements.</b>                                                    | 6 – strongly agree<br>5 – agree<br>4 – somewhat agree<br>3 – somewhat disagree<br>2 – disagree<br>1 – disagree strongly |   |   |   |   |   |
|                                                                                                                            | 6                                                                                                                       | 5 | 4 | 3 | 2 | 1 |
| 1. Training content was valuable.                                                                                          | 6                                                                                                                       | 5 | 4 | 3 | 2 | 1 |
| 2. I can use the information in my work.                                                                                   | 6                                                                                                                       | 5 | 4 | 3 | 2 | 1 |
| 3. Training format was effective (small group, lecture, etc.)                                                              | 6                                                                                                                       | 5 | 4 | 3 | 2 | 1 |
| 4. Training materials were helpful.                                                                                        | 6                                                                                                                       | 5 | 4 | 3 | 2 | 1 |
| 5. Instructor was knowledgeable about topic.                                                                               | 6                                                                                                                       | 5 | 4 | 3 | 2 | 1 |
| 6. Instructor presentation style was effective.                                                                            | 6                                                                                                                       | 5 | 4 | 3 | 2 | 1 |
| 7. Instructor involved participants in learning activities.                                                                | 6                                                                                                                       | 5 | 4 | 3 | 2 | 1 |
| 8. The environment was conducive to learning.                                                                              | 6                                                                                                                       | 5 | 4 | 3 | 2 | 1 |
| 9. The training delivery method(s) were appropriate.                                                                       | 6                                                                                                                       | 5 | 4 | 3 | 2 | 1 |
| 10. The training was cost effective.                                                                                       | 6                                                                                                                       | 5 | 4 | 3 | 2 | 1 |
| 11. Information about earning AICI CEUs was provided at the beginning of the program, or included in the written material. | 6                                                                                                                       | 5 | 4 | 3 | 2 | 1 |

| Please rate your level of agreement on whether the learning outcomes for the training were attained. |   |   |   |   |   |   |
|------------------------------------------------------------------------------------------------------|---|---|---|---|---|---|
| 12.                                                                                                  | 6 | 5 | 4 | 3 | 2 | 1 |
| 13.                                                                                                  | 6 | 5 | 4 | 3 | 2 | 1 |
| 14.                                                                                                  | 6 | 5 | 4 | 3 | 2 | 1 |
| 15.                                                                                                  | 6 | 5 | 4 | 3 | 2 | 1 |
| 16.                                                                                                  | 6 | 5 | 4 | 3 | 2 | 1 |
| 17.                                                                                                  | 6 | 5 | 4 | 3 | 2 | 1 |
| 18.                                                                                                  | 6 | 5 | 4 | 3 | 2 | 1 |
| 19.                                                                                                  | 6 | 5 | 4 | 3 | 2 | 1 |
| 20.                                                                                                  | 6 | 5 | 4 | 3 | 2 | 1 |
| 21.                                                                                                  | 6 | 5 | 4 | 3 | 2 | 1 |
| 22. What was the most valuable thing you learned and why?                                            |   |   |   |   |   |   |
| 23. Do you have any ideas for improving this program? Please describe.                               |   |   |   |   |   |   |
| 24. Please share any additional comments.                                                            |   |   |   |   |   |   |

## AICI CEU Report

(Use Excel document, available on AICI website: <https://www.aici.org/>)

Please complete this form after delivering an AICI CEU - approved course. Email this form, together with the required documents, to HQ at [ceuadmin@aici.org](mailto:ceuadmin@aici.org) within two weeks of the training event or as soon as possible.

|                                        |
|----------------------------------------|
| Trainer(s)                             |
| Phone                                  |
| Email                                  |
| Company Name/Chapter                   |
| Course Title                           |
| # of CEUs                              |
| Date of Training                       |
| Training Delivery Method(s)            |
| Location of Training<br>(if classroom) |
| Date Submitted                         |

| Member ID | First Name | Last Name | Email Address | Member Y / N | Issue Certificate - \$15 Fee Due in Advance |
|-----------|------------|-----------|---------------|--------------|---------------------------------------------|
|           |            |           |               |              |                                             |
|           |            |           |               |              |                                             |
|           |            |           |               |              |                                             |
|           |            |           |               |              |                                             |

## Trainer Self-Evaluation

To be completed by the trainer who conducts the training

Trainer

Date/s of Delivery

Course Title

Number of AICI CEUs

|                                                                                     | High                     |                          |                          |                          |                          | Low |
|-------------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|-----|
| 1. Overall, I was pleased with the training                                         | 5                        | 4                        | 3                        | 2                        | 1                        |     |
|                                                                                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |     |
| 2. What went well?                                                                  |                          |                          |                          |                          |                          |     |
| 3. What could have been better?                                                     |                          |                          |                          |                          |                          |     |
| 4. How I rate myself in the following areas:                                        | High                     |                          |                          |                          |                          | Low |
|                                                                                     | 5                        | 4                        | 3                        | 2                        | 1                        |     |
| Focused on the learner                                                              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |     |
| Created a comfortable learning environment                                          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |     |
| Kept learning outcomes consistently in mind                                         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |     |
| Made a good selection of the training facility (if applicable)                      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |     |
| Utilized the most appropriate training delivery medium(s)                           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |     |
| Felt prepared                                                                       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |     |
| Had mastery of the content                                                          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |     |
| Facilitated effective participant activities                                        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |     |
| Adjusted delivery to meet participant needs                                         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |     |
| Managed pace of the training well                                                   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |     |
| Transitioned well between content items                                             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |     |
| Assessed training content and delivery throughout                                   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |     |
| Offered contact information to participants for follow-up questions and/or concerns | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |     |
| <b>MY FOCUS NOW IS TO:</b>                                                          |                          |                          |                          |                          |                          |     |