

COURSE EQUIVALENCY APPLICATION FORM



Alberta Motor
Transport Association

PLEASE PRINT CLEARLY

SECTION A

NAME:	COMPANY:	
MAILING ADDRESS:		
CITY:	PROVINCE:	POSTAL CODE:
TELEPHONE:	EMAIL ADDRESS:	

Section B

COURSE(S) FOR WHICH YOU ARE APPLYING FOR EQUIVALENCY:

The following must accompany this Equivalency Form:

- Copy of the course certificate and/or training records
- Processing fee payment of \$100.00 +GST (per equivalency request)
- Payment must be received before Certificate is issued

Methods of payment: Debit/Cash (at any AMTA Office), and Credit Card.

Credit Card Number:

Expiry Date:

Card Holder Name:

Signature:

Submit completed form and required documentation to:

Course Administrator
Alberta Motor Transport Association
3599 56 Ave East
Edmonton International Airport, AB T9E0V4
E-Mail: irt@amta.ca
Phone: (780) 395-6140 Fax: (780) 448-0744



Course Description:

Instructional Design and Delivery is an essential course for entry-level and intermediate instructors looking to enhance their existing skills, learn new techniques, and bring increased value to their training programs. This course will feature online and in-class elements, requiring the student to complete pre-work, reading, and culminating in 3 days of in-class instruction.

Outcome	Identify and describe content	Location of content in materials provided
<p>Analyze course requirements</p> <ul style="list-style-type: none"> • Conduct simple needs analysis for course development • Identify organizational stakeholders and decision-makers in the context of course development 		
<p>Identify key learning outcomes and create a course framework</p> <ul style="list-style-type: none"> • Write learning outcomes • Create a course framework • Differentiate between formative and summative assessment • Identify appropriate learning assessments • Explain the process for working with Subject Matter Experts during course development 		
<p>Present instructional content</p> <ul style="list-style-type: none"> • Describe the characteristics of Visual, Audible, and Kinesthetic learners • Explain the principles of Universal Design for Learning • Describe and demonstrate interactive learning techniques • Explain professionalism as it applies to the instructor role 		

<p>Develop lesson plans</p> <ul style="list-style-type: none"> • Explain the elements of a lesson plan • Explain basic principles of adult learning • Identify appropriate instructional strategies for use with adult learners • Develop a lesson plan 		
<p>Assess participant learning</p> <ul style="list-style-type: none"> • Explain the appropriate application of formative and summative assessment • Describe the process of assessing for knowledge • Describe the process of assessing for skill • Explain strategies for eliminating bias during assessment • Describe how to develop and use a rubric • Create appropriate assessments for testing both knowledge and skills 		
<p>Communicate results and feedback to students</p> <ul style="list-style-type: none"> • Differentiate between feedback and coaching • Define the process of coaching for performance improvement • Practice delivering meaningful feedback 		



Additional Notes:

