

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:

**Course completion/certificate must be dated within 3 years of application date*

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*

Credit Card Number:

Expiry Date:

CVV:

Card Holder Name:

Signature:

***Submit completed form and
required documentation to:***

*Education Administrator
Alberta Motor Transport Association
E-Mail: training@amta.ca*

Instructional Design and Delivery

Course Equivalency Form

Course Description:

Instructional Design and Delivery (IDD) appeals to entry-level and intermediate instructors looking to develop or enhance their existing course development and delivery skills. Participants will be introduced to a variety of tools and techniques to develop meaningful training and add value to the classroom experience.

Outcome	Identify and describe content	Location of content in materials provided
Getting Started <ul style="list-style-type: none"> Needs assessment for course development Organizational stakeholders and decision makers Using effective interpersonal communication Researching for course development Conducting a simple needs assessment to support course development 		
Designing Course Content <ul style="list-style-type: none"> Critical tasks Foundational knowledge Competency Course framework Learning outcomes Bloom's Taxonomy Formative assessment Summative assessment Creating a course framework Drafting learning outcomes Identifying appropriate assessments Working with Subject Matter Experts (SMEs) 		
Basics of Instruction <ul style="list-style-type: none"> Learner types (e.g., Visual, Audible, Kinesthetic) 		

<ul style="list-style-type: none"> • Universal Design for Learning (UDL) • Instructional techniques • Professionalism when instructing • Using effective interpersonal communication • Getting organized to teach • Selecting appropriate instructional techniques & resources • Using appropriate questioning techniques 		
Developing Lessons <ul style="list-style-type: none"> • Lesson planning • Instructional design elements • Adult learning strategies • Developing lesson plans 		
Assessing Learning <ul style="list-style-type: none"> • Assessment processes and techniques • Assessing knowledge vs skill • Assessment accommodations • Eliminating bias opportunities • Creating appropriate assessments • Assessing • Document handling 		
Giving Feedback <ul style="list-style-type: none"> • Actionable, constructive feedback • Communicating results • Coaching for performance improvement • Delivering meaningful & effective feedback • Effective interpersonal communication 		

Additional Notes:
