

## Synchronous Learning Expert Curriculum Frequently Asked Questions

InSync Training understands that participating in any component of the **Synchronous Learning Expert** curriculum is an investment of time and money. To assist you in making an informed decision, we have compiled this list of frequently asked questions. We hope all the information you need is here, but if not, please send your questions to [info@insynctraining.com](mailto:info@insynctraining.com).

When your questions are answered and you are ready to enroll, please visit:  
<http://www.insynctraining.com/synchronous-learning.htm>.

Question	Answer
<p>What is the <b>Synchronous Learning Expert (SLE)</b> designation?</p> <p>Who recognizes the <b>SLE</b> designation?</p>	<p>The industry-recognized <b>Synchronous Learning Expert (SLE)</b> curriculum is designed to enhance the ability of training professionals to design, deliver, and implement effective live online training. The <b>SLE</b> curriculum provides trainers with all the information they need to become experts at designing and running live online learning initiatives using Web conferencing and virtual classroom technology.</p> <p>The <a href="#">United States Distance Learning Association</a>, in partnership with the <a href="#">Nova Southeastern University's Fischler School Of Education and Human Services</a>, recognizes and recommends the InSync <b>Synchronous Learning Expert (SLE)</b> designation and certification process.</p>
<p>What types of organizations/individuals does InSync certify?</p>	<p>InSync's client list is comprised of corporate, military, academic organizations, and individuals located around the world. We serve any organization looking to maximize its Return On Investment in virtual classroom technology.</p>
<p>Who should enroll?</p>	<p>The curriculum is appropriate for anyone who has a need to deliver and/or design synchronous online events. You may start with either the <i>Synchronous Facilitation Certificate</i> or the <i>Synchronous Design Certificate</i>, depending on your immediate needs.</p>
<p>Can I arrange a private delivery for my own organization?</p>	<p>Yes! Private offerings, via your own virtual classroom platform, are available for 8 or more participants. Contact <a href="mailto:info@insynctraining.com">info@insynctraining.com</a> for more details.</p>
<p>What is your cancellation policy?</p>	<p>If a course does not meet the minimum enrollment requirements and InSync decides to cancel an offering, InSync will provide a full refund or offer to move your enrollment to another scheduled course, based on your needs.</p>

Question	Answer
<p>Please explain how the different courses in the <b>SLE</b> curriculum work? What are the requirements?</p>	<p>The <b>Synchronous Learning Expert</b> curriculum has the following courses and requirements:</p> <ol style="list-style-type: none"> <li>1. <i>Learn How To Learn Online</i> (free) <ul style="list-style-type: none"> <li>• This is a free one-hour online session offered several times a month. Visit <a href="http://www.insynctraining.com/pages/pg_community.htm">http://www.insynctraining.com/pages/pg_community.htm</a> to enroll.</li> <li>• <i>Learn How To Learn Online</i> is a pre-requisite for the <i>Synchronous Facilitation</i> and <i>Synchronous Design Certificates</i>.</li> </ul> </li> <li>2. <i>Synchronous Facilitation Certificate</i> (\$1000 - Retail) <ul style="list-style-type: none"> <li>• This stand-alone certificate course includes 5 2-hour live sessions, generally taught over a 5-week period.</li> <li>• Participants will be required to deliver a one-hour session with a partner in order to complete the requirements for this certificate. Course materials for the one-hour course will be provided by InSync.</li> <li>• The required textbook for this certificate is <a href="#">The Synchronous Trainer's Survival Guide</a>, included with full price public tuition.</li> </ul> </li> <li>3. <i>Synchronous Design Certificate</i> (\$1200- Retail) <ul style="list-style-type: none"> <li>• This stand-alone certificate course includes 7 2-hour live sessions, generally taught over a 7-week period.</li> <li>• Participants will be required to design a one-hour synchronous session in order to complete the requirements for this certificate and submit these materials to their facilitator for feedback.</li> <li>• The required textbook for this certificate is <a href="#">Live and Online!</a>, included with full price public tuition.</li> </ul> </li> <li>4. <i>Capstone Certificate</i> (\$800- Retail) <ul style="list-style-type: none"> <li>• After completing both the <i>Facilitation</i> and <i>Design Certificates</i>, participants are eligible to enroll in the <i>Capstone Certificate</i>, which is comprised of advanced instructional topics taught over 3 2-hour live sessions, supplemented with self-directed exercises.</li> <li>• Participants will be required to design, implement and evaluate a one-hour synchronous learning event in order to earn the designation <b>Synchronous Learning Expert</b>.</li> </ul> </li> </ol> <p>To see a full description of each course follow this link <a href="http://www.insynctraining.com/pages/Course_descriptions.pdf">http://www.insynctraining.com/pages/Course_descriptions.pdf</a></p>
<p>I don't see the <i>Synchronous Trainer's Survival School</i> listed. Isn't that part of the curriculum?</p>	<p>No. The <i>Synchronous Trainer's Survival School</i> is an introductory certificate course which exposes participants to best practices in synchronous facilitation and design, and does not count towards the <b>SLE</b> certification.</p> <ul style="list-style-type: none"> <li>• This stand-alone certificate course includes 3 2-hour live sessions, generally taught over a 1-week period.</li> <li>• Participants will be required to write a 1-3 page Reflections paper discussing what they have learned. This is due 1 week after the final class.</li> </ul>
<p>How long do I have to complete the requirements for the <b>SLE</b> designation?</p>	<p>You may start with either the <i>Synchronous Facilitation Certificate</i> or the <i>Synchronous Design Certificate</i>, depending on your immediate needs.</p> <p>After completing your first certificate course, you have 12 months to complete the remaining course and complete the requirements for the <i>Capstone Certificate</i>.</p>

Question	Answer
<p>I see that each certificate has a final project component. Can you explain these in more detail?</p>	<p>Each certificate does have a rigorous final project. Short descriptions are provided below; they will be explained by your facilitator in more detail once you start attending the course.</p> <p><u>Facilitation Certificate Final Project</u></p> <ul style="list-style-type: none"> <li>You and another participant will deliver a modified version of <i>Learn How To Learn Online</i>. All instructional materials will be provided.</li> <li>You may adapt and personalize <i>Learn How To Learn Online</i> if you wish – but in order to ensure a consistent experience for all participants, you may not use a class that you have developed.</li> <li>You and your partner will rehearse one time with an InSync facilitator, and as often as you like on your own.</li> <li>You should plan to have at least 3-5 colleagues attend this session as your audience. Your delivery partner will have the same requirement.</li> <li>You have one month from the date of the final class to have your rehearsal and your final delivery. You will receive feedback from your audience and InSync Facilitator.</li> </ul> <p><u>Design Certificate Final Project</u></p> <ul style="list-style-type: none"> <li>Using templates provided in class, you will design a one-hour synchronous lesson, including facilitator materials, participant materials and slides.</li> <li>Your facilitator will review your final design and return detailed feedback.</li> <li>You have one month from the date of the final class to submit your materials.</li> </ul> <p><u>Capstone Certificate Final Project</u></p> <ul style="list-style-type: none"> <li>You will evaluate your synchronous design project against the theories and principles of adult learning, learning styles, and Bloom's taxonomy of knowledge, redesigning to accommodate best practices in workplace learning, if necessary.</li> <li>You will design Level 1, Level 2 and Level 3 evaluations (Kirkpatrick) for your design project</li> <li>Within 4 weeks of your final class, you will deliver your course to your own organization and provide a link to a recording as well as Level 1 evaluation data, for InSync review.</li> <li>Finally, you will write a 3-5 page Reflection Paper which discusses how your approach to training synchronously has evolved over the course of the certification process.</li> <li>At the completion of this process you will receive the designation <b>Synchronous Learning Expert</b>.</li> </ul> <p>Note: If your final projects are completed/submitted after the established deadline, a \$250 fee may be assessed. You should discuss any potential conflicts with your facilitator as soon as they arise.</p> <p>Note: A fee of \$250 may be assessed should an individual not meet the submission deadlines or performance requirements for each certificate, yet still wishes to pursue the certification.</p>

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<p>What do I need to know about attendance policies and policies concerning completing assignments?</p>	<p><u>Attendance Policy</u> We ask you to make a commitment to come to all the scheduled classes when you enroll in the course; however, we know circumstances require a missed class occasionally. For that reason, each session is recorded. For any missed sessions, you will be required to watch the recording and answer one or two discussion questions as a “make up.”</p> <p>Please note:</p> <ul style="list-style-type: none"> <li>• If you are enrolled in the <i>Facilitation Certificate</i>, you may miss one class and watch the recording.</li> <li>• If you are enrolled in the <i>Design Certificate</i>, you may miss two classes and watch the recordings.</li> </ul> <p>If you miss more sessions, we will discuss you attending another offering either already in progress or during the next 12 months. Arrangements will be made on an individual basis.</p> <p>Note that both the recorded and live sessions are meant for the enrolled participant only. Please do not share your log on information with your colleagues.</p> <p><u>Interession Assignments</u> Participants enrolled in the <i>Facilitation Certificate</i> should expect about 1 hour of independent work comprised of reading and discussion postings in between the live sessions. Participants enrolled in the <i>Design Certificate</i> should expect about 2 hours of independent work in between the live sessions, including reading, discussion postings, and designing collaborative exercises for each of the major synchronous collaboration tools.</p> <p>Interession work, <i>including all discussion postings</i>, is a requirement for the certificate. Additionally, we ask that you continuously review postings by your peers and engage in active asynchronous discussion with them.</p> <p>A fee of \$250 may be assessed should an individual not meet the submission deadlines or performance requirements for each certificate, yet still wishes to pursue the certification.</p>
<p>What virtual classroom does InSync Training use?</p>	<p>Our public courses are delivered via <a href="#">WebEx Training Center</a> . The software is provided to you via download at no charge. WebJunction sponsored courses are delivered via <a href="#">Wimba</a>. The software is provided to you via download at no charge.</p>
<p>What if my organization doesn't use WebEx Training Center?</p>	<p>InSync's proven design and delivery techniques are appropriate for any synchronous platform. These classes will assist any synchronous training professional to utilize their corporate virtual classroom technology to its fullest potential.</p>
<p>What is your refund/rescheduling policy?</p>	<p>If you find you cannot attend a course after you have enrolled you may:</p> <ul style="list-style-type: none"> <li>• Transfer your enrollment to a future scheduled course at no additional charge.</li> <li>• Transfer your enrollment to another person in your organization, if the first class session in your course has not yet commenced.</li> </ul>