

Chartered Institute of Education and Training (CIET)

Professional Certification Syllabus Handbook

Introduction & Overview

The CIET Professional Certification Syllabus provides a structured framework for professional development for educators and trainers. It ensures candidates gain internationally recognized qualifications, acquire professional competence and ethical practices, develop leadership and applied skills, and engage in ongoing Continuous Professional Development (CPD).

Each certification consists of 5 modules, with defined learning outcomes and recommended textbooks.

Educator Certification Pathway

1. Certified Professional Educator (CPE)

Objective: Equip educators with knowledge, skills, and ethics for effective teaching and leadership. **Modules & Learning Outcomes:** 1. Foundations of Teaching and Learning – Apply educational theories and pedagogical approaches. 2. Curriculum Development & Instructional Design – Design curricula aligned with learning standards. 3. Classroom Management Strategies – Implement effective and inclusive classroom management. 4. Assessment & Evaluation Techniques – Develop assessment strategies to improve learning outcomes. 5. Professional Ethics & Reflective Practice – Engage in reflective and ethical professional practice.

Recommended Texts: - The Skillful Teacher – Brookfield - Classroom Assessment Techniques – Angelo & Cross - Understanding by Design – Wiggins & McTighe

2. Certified Curriculum Implementation Specialist (CCIS)

Objective: Equip professionals to implement curricula effectively. **Modules:** 1. Curriculum Theory & Frameworks 2. Instructional Alignment & Standards 3. Resource Development & Management 4. Monitoring & Evaluation of Curriculum 5. Leadership in Curriculum Implementation **Recommended Texts:** - Curriculum Development: A Guide to Practice – Wiles & Bondi - Curriculum Leadership – Glatthorn - Understanding by Design – Wiggins & McTighe

3. Certified Assessment & Evaluation Specialist (CAES)

Objective: Master assessment design and evaluation. **Modules:** 1. Foundations of Assessment 2. Designing Effective Assessments 3. Data Analysis & Interpretation 4. Reporting & Feedback Strategies 5. Ethical Assessment Practices **Recommended Texts:** - Classroom Assessment

Techniques – Angelo & Cross - Assessment for Learning – Black & Wiliam - Classroom Assessment: Principles and Practice – Brown & Knight

4. Certified Educational Research Specialist (CERS)

Objective: Conduct and apply educational research. **Modules:** 1. Research Methodologies in Education 2. Data Collection & Analysis Techniques 3. Ethical Considerations in Research 4. Research Reporting & Dissemination 5. Application of Research to Practice **Recommended Texts:** - Educational Research: Planning, Conducting, and Evaluating – Creswell - Action Research in Education – Sagor - Research Methods in Education – Cohen, Manion & Morrison

5. Certified Inclusive Education Specialist (CIES)

Objective: Implement inclusive teaching practices. **Modules:** 1. Principles of Inclusive Education 2. Differentiated Instruction 3. Supporting Learners with Special Needs 4. Inclusive Assessment Strategies 5. Ethical and Cultural Considerations **Recommended Texts:** - Inclusive Education: International Policy & Practice – Florian - Differentiated Instructional Strategies – Hall et al. - The Inclusive Classroom – Tomlinson

6. Certified Professional Mentorship Leader – Educators (CPML-E)

Objective: Mentor and coach educators effectively. **Modules:** 1. Principles of Mentorship 2. Coaching Strategies for Educators 3. Professional Development Planning 4. Monitoring and Feedback Techniques 5. Leadership in Mentorship **Recommended Texts:** - Mentoring in Schools – David J. Allen - Coaching for Learning – Knight - The Mentor’s Guide – Lois J. Zachary

7. Certified Digital Learning Specialist – Educators (CDLS-E)

Objective: Integrate technology effectively in education. **Modules:** 1. Foundations of Digital Learning 2. Instructional Technology Integration 3. Designing E-Learning Content 4. Assessment in Digital Environments 5. Digital Ethics & Professional Practice **Recommended Texts:** - E-Learning and the Science of Instruction – Clark & Mayer - The Online Teaching Survival Guide – Boettcher & Conrad - Digital Tools for Teaching – Graham & Perrotta

8. Certified Leadership in Education Specialist (CLES)

Objective: Develop leadership and management skills for educational settings. **Modules:** 1. Leadership Theories and Models 2. Strategic Planning in Education 3. Organizational Management 4. Educational Policy and Governance 5. Ethical Leadership in Education **Recommended Texts:** - Educational Leadership: A Bridge to Improved Practice – Leithwood - The Jossey-Bass Reader on Educational Leadership – Shapiro & Gross - Leadership in Organizations – Yukl

9. Certified Classroom Management Specialist (CCMS)

Objective: Master classroom dynamics and learning environment optimization. **Modules:** 1. Foundations of Classroom Management 2. Student Behavior & Motivation 3. Learning

Environment Design 4. Conflict Resolution Strategies 5. Assessment & Classroom Feedback
Recommended Texts: - Classroom Management That Works – Marzano - The First Days of School – Wong & Wong - Teaching with Love & Logic – Cline & Fay

10. Certified Global Education Specialist (CGES)

Objective: Develop expertise in international education practices. **Modules:** 1. Global Education Systems & Standards 2. Cross-Cultural Pedagogy 3. International Curriculum Design 4. Global Assessment & Evaluation 5. Leadership & Ethics in Global Education **Recommended Texts:** - Global Education: Issues and Perspectives – Spring - International Handbook of Education – Carnoy et al. - The Global Educator – Preston

Trainer Certification Pathway

1. Certified Professional Trainer (CPT)

Objective: Build competence in designing and delivering effective training programs. **Modules:** 1. Principles of Adult Learning 2. Instructional Design & Program Development 3. Facilitation & Presentation Skills 4. Training Evaluation & Impact Assessment 5. Professional Ethics & Trainer Development **Recommended Texts:** - Training for Dummies – Elaine Biech - The Art and Science of Training – Elaine Biech - Designing Effective Instruction – Morrison, Ross & Kemp

2. Certified Workplace Learning Specialist (CWLS)

Objective: Develop workplace learning programs aligned with organizational needs. **Modules:** 1. Adult Learning Principles in Organizations 2. Needs Assessment & Learning Analysis 3. Learning Program Design 4. Evaluation of Workplace Learning 5. Workplace Learning Leadership & Ethics **Recommended Texts:** - Employee Training & Development – Noe - Workplace Learning & Performance – Thalheimer - The Adult Learner – Knowles et al.

3. Certified Training Program Evaluator (CTPE)

Objective: Evaluate training program effectiveness. **Modules:** 1. Foundations of Training Evaluation 2. Designing Evaluation Metrics 3. Data Collection & Analysis 4. Reporting & Feedback 5. Ethical Evaluation Practices **Recommended Texts:** - Evaluation of Training – Kirkpatrick & Kirkpatrick - Measuring Training Effectiveness – Phillips - Training Evaluation Basics – Goldstein & Ford

4. Certified Professional Mentorship Leader – Trainers (CPML-T)

Objective: Mentor and coach trainers effectively. **Modules:** 1. Mentorship Principles for Trainers 2. Coaching Skills & Strategies 3. Professional Development Planning 4. Monitoring & Feedback Techniques 5. Leadership in Mentorship **Recommended Texts:** - Mentoring for

Trainers – Zachary - Coaching for Performance – Whitmore - The Mentor’s Guide – Lois J. Zachary

5. Certified Learning & Development Strategist (CLDS)

Objective: Develop strategic L&D programs. **Modules:** 1. L&D Strategy Principles 2. Aligning Training with Organizational Goals 3. Designing Effective Programs 4. Measurement & ROI 5. Ethical Leadership in L&D **Recommended Texts:** - Strategic Training & Development – Thalheimer - Human Resource Development – Swanson - Learning & Development: Theory & Practice – Armstrong

6. Certified Digital Training Specialist (CDTS)

Objective: Integrate digital tools in professional training. **Modules:** 1. Digital Learning Principles 2. E-Learning Design & Tools 3. Virtual Facilitation Skills 4. Assessment in Digital Training 5. Digital Ethics & Professional Standards **Recommended Texts:** - E-Learning and the Science of Instruction – Clark & Mayer - The Online Training Guide – Biech - Digital Tools for Training – Graham & Perrotta

7. Certified Competency-Based Training Specialist (CCBTS)

Objective: Develop competency-based training programs. **Modules:** 1. Competency Frameworks 2. Training Needs & Gap Analysis 3. Competency-Based Design & Delivery 4. Assessment & Validation of Competencies 5. Ethical Practices in Competency Training **Recommended Texts:** - Competency-Based Training – Lucia & Lepsinger - Performance-Focused Smile Sheets – Thalheimer - Designing Competency-Based Education – Mager

8. Certified Leadership & Performance Coach (CLPC)

Objective: Coach individuals for performance and leadership. **Modules:** 1. Foundations of Coaching & Leadership 2. Performance Analysis & Goal Setting 3. Coaching Techniques & Tools 4. Evaluation & Feedback 5. Ethics & Professional Standards in Coaching **Recommended Texts:** - Coaching for Performance – Whitmore - The Skilled Coach – Marcia Reynolds - Leadership Coaching – Boyatzis & McKee

9. Certified Organizational Learning Specialist (COLS)

Objective: Facilitate learning in high-performing organizations. **Modules:** 1. Organizational Learning Principles 2. Learning Culture & Change Management 3. Knowledge Management Systems 4. Learning Program Evaluation 5. Ethical Organizational Learning Practices **Recommended Texts:** - The Fifth Discipline – Senge - Learning in Organizations – Easterby-Smith & Lyles - Building Learning Organizations – Garvin

10. Certified Global Training Specialist (CGTS)

Objective: Implement international training best practices. **Modules:** 1. Global Learning & Development Systems 2. Cross-Cultural Training Design 3. International Program Delivery 4.

Assessment & Evaluation Across Cultures 5. Ethical & Leadership Considerations in Global Training
Recommended Texts: - Global Training: Trends & Practices – Noe - Cross-Cultural Management – Adler - International HRD – Budhwar & Sparrow

Assessment Guidelines

- Written Examinations: Knowledge-based evaluation
- Portfolio Submission: Demonstrates applied skills
- Capstone Projects: Applied solutions for advanced certifications
- Oral Defense (if applicable): Presentation and discussion before evaluators

Continuous Professional Development (CPD)

- Minimum 30 CPD hours annually for all certified professionals
- Activities include seminars, workshops, mentoring, publications, online learning
- CPD compliance is mandatory for certification renewal

Certification Duration & Renewal

- All CIET Professional Certifications are valid for **3 years**
- Renewal requires evidence of CPD completion and continued professional engagement