Area of Expertise (AOE) 1: Instructional Design (Weighted 37% of the Exam)

Designing, creating, and developing informal and formal learning solutions to meet organizational needs; analyzing and selecting the most appropriate strategy, methodologies, and technologies to maximize the learning experience and impact.

AOE 1 K1: Business strategy, drivers, or needs associated with possible learning solutions
AOE 1 K2: Needs assessment
AOE 1 K3: Research methods, including information scanning, data gathering, and analysis
AOE 1 K4: Content knowledge or techniques to elicit content from subject matter experts
AOE 1 K5: Learning theories
AOE 1 K6: Instructional design theory and process
AOE 1 K7: Various instructional methods, such as mobile, online, classroom, and multimedia
AOE 1 K8: Existing and emerging learning technologies and support systems, such as collaborative learning software, learning management systems, authoring tools, and social media
AOE 1 K9: Individual learning modalities, such as visual, auditory, and kinesthetic
AOE 1 K10: Individual, group, and organizational differences that influence learning and motivation
AOE 1 K11: Assessment methods and formats, such as multiple choice, hands-on performance, and open-ended response
AOE 1 K12: Legal and ethical issues related to instructional design, including accessibility and intellectual property
AOE 1 K13: Business and company culture, such as global mindset and cultural norms
AOE 1 K14: SME management
AOE 1 K15: Basic project management
AOE 1 K16: Usability and design
**AOE 2: Training Delivery** (Weighted 37% of the Exam)

Delivering learning solutions in a manner that both engages the learner and produces desired outcomes; managing and responding to learner needs; ensuring that learning is made available in effective platforms and delivered in a timely and effective manner.

- **AOE 2 K1**: Learning theories
- **AOE 2 K2**: Various instructional strategies, such as discussion, exercise, and self-directed learning
- **AOE 2 K3**: Ways to facilitate informal learning and build learning communities, such as leveraging learning platforms and fostering personal learning networks
- **AOE 2 K4**: Various delivery options and media, such as mobile, online, classroom, and multimedia
- **AOE 2 K5**: Existing and emerging learning technologies and support systems, such as collaborative learning software, learning management systems, and social media
- **AOE 2 K6**: Facilitation and presentation techniques and tools
- **AOE 2 K7**: Individual learning preferences
- **AOE 2 K8**: Organizational or cultural differences in learning preferences, communication, and classroom behavior
- **AOE 2 K9**: Personal learning biases such as preference for lecture or informal learning approaches
- **AOE 2 K10**: Familiarity with content being taught and how solutions address needs
- **AOE 2 K11**: Legal and ethical issues related to training delivery, such as obtaining permission for use of materials and giving credit as appropriate

**AOE 3: Learning Technologies** (Weighted 26% of the Exam)

Identifying, selecting, implementing, and leveraging a variety of learning technologies; adapting learning technologies; applying appropriate technologies to a learning opportunity or challenge.

- **AOE 3 K1**: Various delivery options and media, such as mobile, online, and classroom
- **AOE 3 K2**: Existing and emerging learning technologies and support systems, such as collaborative learning software