



Blended Learning Course Instructions

Course instructions are required for blended learning applications to demonstrate the clear instructions and information required by [Section 6, Paragraph 6.01.3](#) and [Section 9, Paragraph 9.02.3](#). The course instructions should summarize the different components of the program and what must be completed or achieved during each component to qualify for CPE credits. There should be clear learning expectations and explanation of how the learning will be accomplished in relation to both the synchronous and asynchronous portions of the course. Dates/outlines/agendas or other scheduling information for the synchronous portion of the program should be present. Instructions should explain how participants access the asynchronous portion, any applicable completion deadlines, and what must be completed or achieved to receive CPE credit for that component. The documentation should state the CPE credits available for each component and explain how completion of those components contributes to the total CPE credit awarded. Please see below for examples/templates of Course Instructions for a Blended Learning program.

Page 2: Course Instructions Example for a Primarily Synchronous Blended Learning program

Page 3: Course Instructions Example for a Primarily Asynchronous Blended Learning program

*Formal learning programs under the [2026 Standards](#) are group programs, self study programs, or blended learning programs. For purposes of this application, the Registry uses “delivery method” to refer to the formal learning program type, including any applicable sub-delivery method such as Nano Learning or QAS Self Study, for which the organization is seeking approval and must demonstrate compliance with the applicable Standards.

"NEW MANAGER TRAINING"

Course Instructions

Course Learning Objectives

- Define the core responsibilities and expectations of a people manager.
- Evaluate personal leadership style and create a 30-day action plan for continued development.
- Identify at least three proven communication techniques for motivating and engaging team members.

Overview

This Blended Learning course is primarily synchronous. The majority of the time, participants will be participating in a group setting. In an asynchronous setting, participants will complete a self-study module. To earn CPE credit, both components must be completed in full by participants.

Synchronous/ Group Component

9 CPE

Agenda:

Week 1: Manager Responsibilities & Expectations
Date: XX/XXXX @ 11:00AM-12:00PM EST

Week 2: Manager Responsibilities & Expectations Cont'd & Leadership Styles
Date: XX/XXXX @ 8:00 AM- 12:00PM EST

Week 3: Leadership Styles Action Plan & Communication Techniques
Date: XX/XXXX @ 8:00 AM- 12:00PM EST

Participants will attend in person at the Best of the Best Conference Room 1. In order to earn CPE credit, attendees must be present for the entirety of Weeks 1-3 and respond to all elements of participant engagement and completion verification measures. To register, please contact our office at XXX-XXX-XXXX.

Asynchronous/ Self-Study Component

1 CPE

To receive CPE credit, participants must complete the following on or before XX/XXXX:

- New Manager Training
 - 1 Video Module (30 minutes)
 - Content Reading: "New Managers: Rules to Live By."

For course access, please log on to your learning portal. This course will be available in your dashboard. If you have trouble accessing this course, please contact our office at XXX-XXX-XXXX.

Participants must attend all synchronous course sessions, participate in all elements of participant engagement, completion verification measures, and complete all asynchronous coursework in order to receive 10 CPE credits.

"NEW MANAGER TRAINING"

Course Instructions

Course Learning Objectives

- Define the core responsibilities and expectations of a people manager.
- Evaluate personal leadership style and create a 30-day action plan for continued development.
- Identify at least three proven communication techniques for motivating and engaging team members.

Overview

This Blended Learning course is primarily asynchronous. The majority of the time, participants will be participating in an asynchronous setting to complete a self-study module. In a synchronous setting, participants will participate in a group. To earn CPE credit, both components must be completed in full by participants.

Asynchronous/ Self-Study Component

9 CPE

To receive CPE credit, participants must complete the following before Session 1 of the Synchronous portion of the course on XX/XXXX:

- New Manager Training
 - Video Modules:
 - Manager Responsibilities & Expectations
 - Leadership Styles
 - Communication Techniques
 - Complete all elements of participant engagement (27 review questions)
 - Achieve at least 70% on the Qualified Assessment (45 questions)
 - Content Reading: "New Managers: Rules to Live By"

For course access, please log on to your learning portal. This course will be available in your dashboard. If you have trouble accessing this course, please contact our office at XXX-XXX-XXXX.

Synchronous/ Group Component

1 CPE

Agenda:

Session 1: Leadership Styles Action Plan
Date: XX/XXXX @ 11:00AM-12:00PM EST

Session 1 will occur after participants have completed the Asynchronous portion of the course. Participants will attend in person at the Best of the Best Conference Room 1. In order to earn CPE credit, attendees must be present for the entirety of Session 1. To register, please contact our office at XXX-XXX-XXXX.

Participants must complete all asynchronous coursework and attend the synchronous course session in order to receive 10 CPE credits.