

OIIT Certified Trainer Program

The Certified Trainer will lead the PSFIN training effort at their local institution. The responsibilities of the Certified Trainer include, but are not limited to - planning, scheduling, student enrollment, and conducting learning events. These learning events may include instructor-led classroom or online classes which are held independently or in conjunction with OIIT. The Certified Trainer will also provide coaching and support to other PSFIN users at their institution.

While OIIT will provide ongoing PSFIN V8 training support, including Web-based instructional materials, documentation, and Super User training events, the Certified Trainer can expect to be responsible for customizing training documents or curricula (delivered by OIIT) to meet their institutions' needs.

Institutions are highly encouraged to seek these skills in a Certified Trainer nominee:

- Demonstrate advance knowledge of existing PSFIN V7, preferably as a Super User, in at least one PSFIN module
- Experience in their institution's business procedures, i.e. end-to-end processes
- Excellent communication skills or training delivery experience
- Some travel to OIIT training events may be required

To be “Certified”, the Certified Trainer Nominee must:

- Attend the PSFIN V8 Super User Workshop or other PSFIN training events for their specialized module, and successfully complete the assessments that are designed to test their understanding of the coursework
- Attend specialized training for Certified Trainers, (i.e. "Effective Trainer Skills")