

## ***Online Accreditation Course Timetable***

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The online KAI Accreditation Course is offered in a blended format, with times for live discussion, and times for studying on your own. In a period of two weeks, it offers 35 instructional hours, in addition to pre-course work, and homework during the course.

While the two-week hybrid model offers flexibility for you, keep in mind there will be daily assignments and continual work on your final assignment. Each day builds on learning as preparation for the next day. It is recommended to greatly reduce your work schedule during the two-week period.

### **Pre-course Work**

- Schedule pre-course briefing
- Pre-course readings – shared in advance
- Complete the KAI online
- Schedule KAI personal feedback session

### **During the Course (Two weeks)**

Online Instructor-Led Live Sessions– Required Attendance: (times listed as Eastern Time, EST or EDT)

- Week 1 – Monday, 9:00 AM to 1:00 PM
- Week 1 – Wednesday, 9:00 AM to 1:00 PM
- Week 1 – Friday, 9:00 AM to 1:00 PM
- Week 2 – Tuesday, 9:00 AM to 1:00 PM
- Week 2 – Thursday, 9:00 AM to 1:00 PM
- Week 2 – Friday, 9:00 AM to 10:30 AM

### Asynchronous Online Self-Study – Required Completion

- Week 1 – Tuesday, online self-study
- Week 1 – Thursday, online self-study
- Week 2 – Monday, online self-study
- Week 2 – Wednesday, online self-study
- Week 2 – Friday, work on final assignment

### Self-Study – Regularly Includes:

- On-demand videos and readings
- Chat room discussions
- Progress Checks – to assess learning
- One-on-one check-ins with course instructors
- “Walk-in” office hours with course instructors
- Continual guidance to completion of final assignment

Individuals successfully completing the course and final assignment will become a KAI practitioner.