

Huntington Online Training Center Course Catalog



THE HUNTINGTON MISSION

Our mission is to give every student the best education possible.

CONFIDENTIALITY STATEMENT

CONFIDENTIALITY AND RELATED STATEMENTS

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Course Name	Course ID	Copyright	Version	Description	Time	Recommended For							Key # Focus				Course Category										
						Franchisee	Center Director	Managing Director	Program Manager	Assistant Director	Program Coordinator	PT Teacher	Inquiry	AE Rate	ENR Rate	Length of Stay	Academic Evaluation	Center Operations	Common Core	Conferencing	Exam Prep	HOP	Curriculum and Instruction	Initial Inquiry	Initial Intake	IT	Marketing
Adding ST to Existing Programs	STIC100	2014	1.0	This course reviews how to discuss adding ST to existing Learning Center and Exam Prep student programs. Learners will hear effective dialogue for both Parent and Student ICs.	15 min	X	X	X	X	X	X															X	
Ad Generator	MKTG501	2013	2.0	This course walks you through the process of creating customized flyers and print ads on the Ad Generator website.	20 min	X																		X			
Advanced LC Initial Conference	LCCF201	2010	1.0	This course goes step by step through presenting each piece of the LC Academic Evaluation including Name, Purpose, Administration, Result, Question and Fix. This course also explores the Big Summary step by step. Learn how to use the Big Summary as a checkpoint and cover each vital component. This course goes step by step through the Close including the Prescription, Big Steps/Little Steps, and the White Sheet.	90 min	X	X	X					X														
Advanced LC Interim: Monthly to Bulk	LCIC201	2010	1.0	This course gives dialogue and best practices to “flipping” monthly payers to bulk payers during the Interim Conference.	30 min	X	X	X							X												
Analyzing Your Business	CTRO768	2012	1.0	What Liberty reports best meet your needs? How do you use the reports found in the Franchise Document Center? How do you create Pivot Tables? Learn all of this and more in this module.	20 min	X							X	X	X	X			X					X			
Back to School: Fall Schedules	CTRO104	2012	2.0	Preparing for Back to School includes collecting fall schedules from both teachers and students. See how to determine needs for new teachers, how to track busy times of day, and how to effectively collect both student and teacher fall schedules.	15 min						X	X													X		
Back to School: Initial Conference Objections	LCCF207	2012	2.0	This course shows how to overcome Back to School specific objections including Subject Tutoring objections and new book bag syndrome.	15 min	X	X	X						X											X		

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Back To School: Parent ICs	LCIC202	2012	2.0	This course shows how to overcome common Back to School objections and prevent drops.	15 min	X	X	X																														
Back to School: Student ICs	LCIC203	2012	2.0	This course shows how to conduct proper Student ICs and prevent students dropping in September during the Back to School transition.	15 min	X	X	X	X	X	X				X																							
Capturing CNEs	LCCF106	2013	2.1	This course takes you through the seven key elements to conducting effective Conference Not Enrolled callbacks.	45 min	X	X	X	X						X																							
Common Core State Standards - English Language Arts	INST700	2013	1.0	This course discusses the background of the Common Core State Standards (CCSS) as well as several English Language Arts (ELA) Strategies. Learners will see how to make the CCSS connection to current Huntington pieces of curriculum with all students.	20 min	X	X	X		X	X				X																						X	
Common Core State Standards - February 2014 Update	INST720	2014	1.0	This course is the first in a quarterly series updating changes in the Common Core State Standards. This course discusses how to receive updates on the assessments as well as practice materials available for each assessment.	10 min	X	X	X		X	X				X																						X	
Common Core State Standards - June 2014 Update	INST740	2014	1.0	This course includes an update on the assessments given by state as well as a preview of practice questions for each assessment.	10	X	X	X		X	X				X																						X	
Common Core State Standards - Math	INST710	2013	1.0	This course discusses the background of the Common Core State Standards (CCSS) as well as several Math strategies. Learners will see how to make the CCSS connection with all students.	20 min	X	X	X		X	X				X																						X	
Common Core State Standards - The Basics	INST730	2014	1.0	This course provides a general overview of the Common Core State Standards including a discussion of the What and Why of the standards and how the standards impact classroom instruction.	10 min	X	X	X		X	X				X																							

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Community Events	MKTG101	2010	1.0	The focus of this course is to discuss sidewalk marketing, college fairs, Grand Opening celebrations, Presentations, and other networking events.	30 min	X	X	X	X	X	X		X														X		
Completing the ACT Student Progress Record Book	EXPR121	2010	1.0	This course reviews the initial set up of the ACT Student Progress Record Book . Also includes a review of the daily completion expectations for teachers.	45 min						X	X	X						X		X								
Completing the Franchisee Center Self-Assessment	CTRO950	2014	1.0	This course walks Franchisees through the completion of the Franchisee Center Self-Assessment. This self-assessment is used to prepare for visits by FBCs.	15 min	X												X											
Conducting an Effective Daily Meeting	CTRO101	2013	3.0	Learn how to conduct an effective Daily Meeting through proper planning and setting meaningful goals tied to the CMAP.	30 min	X	X						X	X	X	X		X											
Conducting an Effective Learning Center Intake	INTK101	2014	3.0	For many families, the first time they enter your center is for the Academic Evaluation. Make sure you know how to conduct an effective initial intake with the parents. It can go a long way in growing the health of your center. Many times parents are reluctant to share personal information with staff members and often give pushback to questions asked during the initial intake. This module helps you to overcome the most common objections given by parents during the initial intake and ensure that you conduct an effective initial intake.	45 min	X	X	X	X	X	X				X												X		
Conducting an Effective Student IC	CTRO800	2013	2.0	This course shows how to conduct effective Student ICs including guidelines for when, by whom, and how. Included are Learning Center, Exam Prep and Subject Tutoring Student ICs.	45 min	X	X	X	X	X	X				X					X									
Conducting a Homework Presentation	MKTG700	2014	1.0	This course takes the learner through scheduling, marketing, preparing, and conducting a Homework Presentation. In the second session, learners get to listen in as a director conducts the Homework Presentation.	45 min	X	X						X													X			

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Exam Prep Direct Enroll: First Day Administration	EXPR507	2013	2.0	This course shows how to properly prepare for any new Exam Prep Direct Enroll student. Topics covered including: preparing for consultation, instruction, and follow up after the first day.	15 min				X	X	X					X																							
Exam Prep Initial Inquiry	IINQ200	2012	2.2	This course focuses on the Exam Prep Initial Inquiry, including the Inquiry Funnel, Direct Enroll and Premier Program Inquiries, and objections.	75 min	X	X	X	X	X	X			X																									
Exam Prep Interim Conferences	EPIC200	2015	5.0	This course is designed to review all aspects of Exam Prep Interim Conferences. Exam Prep ICs occur for students in both the Premier and Direct Enroll programs. See how to discuss Interim Test Results, Curriculum, and how to involve the student in the Interim Conference. Also hear dialogue on increasing hours at the end of a program and discussing HOP.	75 min	X	X	X	X							X																							
Exam Prep Interim Tests and Test Reviews	EXPR203	2015	5.0	This course focuses on the planning and administration of Exam Prep Interim Tests and the material covered in Test Review sessions.	15 min												X																					X	
Exam Prep Introduction	EXPR600	2015	4.0	This course give an overview of the ACT and SAT exams, the Huntington Exam Prep Program and insight into helping students choose the correct test for college admissions.	45 min	X				X	X	X																											
Exam Prep Parent Surveys and Program Follow-Up	EXPR201	2011	2.0	This course shows the proper steps to follow up with Exam Prep families after test date. Proper follow up with the family can go a long way to build your Exam Prep business.	15 min	X	X	X	X	X	X																												
Exam Prep Initial Conference - ACT	EPCF400	2016	4.0	This course focuses on the ACT Initial Conference for the Exam Prep Premier Program. Including the goals of the initial conference, successfully prep for and conduct the ACT Initial Conference and overcome objections. This module also reviews how to discuss Huntington Online Prep in the conference.	2 hours	X	X	X	X							X																							

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Exam Prep Initial Conference - SAT	EPCF300	2017	6.0	This course focuses on the Initial Conference for the Redesigned SAT. Learners will see a complete prep and full role-model of this conference.	2 hours	X	X	X	X					X			X	X									
Exam Prep Navigator - Experienced ACT Teachers	EXPR770	2015	2.0	This course focuses on the use of Exam Prep Navigator for instruction of ACT Students. This course is designed for teachers currently instructing using the Student Progress Record book and compares and contrasts this book with EP Navigator.	30 min	X	X	X	X							X		X				X				X	
Exam Prep Navigator - New ACT Teachers	EXPR780	2015	2.0	This course reviews the Exam Prep Navigator for ACT students, and is geared towards new ACT teachers with no prior knowledge of the Student Progress Record Book.	30 min	X	X	X	X							X		X			X					X	
Exam Prep Navigator - Redesigned SAT Teachers	EXPR740	2015	1.0	This course focuses on the use of Exam Prep Navigator to instruct Redesigned SAT Students.	20 min	X	X	X	X						X		X			X						X	
Exam Prep Navigator - Staff Functions	EXPR790	2015	2.0	This course details all functionality of Exam Prep Navigator for Center staff. This includes how to send messages to teachers, sending emails to parents, collaboration records, and modifying the supplemental curriculum prescription.	20 min	X	X	X	X	X	X				X		X			X							
Exam Prep Premier Program: Initial Intake and AE	EXPR502	2015	5.2	This course reviews the appropriate dialogue to for an Exam Prep Premier Program Intake. This course also reviews how to administer the Exam Prep Academic Evaluation.	45 min	X	X	X	X	X	X			X		X		X			X						X

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Exam Prep Premier Program: Instruction	EXPR503	2015	3.0	This course is designed to review the basics of instruction for the Exam Prep Premier Program including a review the ACT and SAT Plus Programs.	45 min																									X	X																								
Exam Prep Initial Conference - SAT	EPCF300	2017	6.0	This course focuses on the SAT Initial Conference for the Exam Prep Premier Program. Including the goals of the initial conference, successfully prep for and conduct the SAT Initial Conference and overcome objections. This module also reviews how to discuss Huntington Online Prep in the conference.	2 hours	X	X	X	X						X									X	X																														
Exam Prep School Visits	MKTG405	2011	1.0	This module shows how to discuss the benefits of a student focused school visit in conference, the materials needed for an Exam Prep School Visit, and how to conduct an Exam Prep presentation to a Guidance Team.	45 min	X	X		X					X										X																				X											
Exam Prep Updates Call: 9-14-16	EXPR802	2016	1.0	This course contains an audio recording of the Exam Prep Updates call conducted by Carol Lovallo from EDD and Beth Lawrence, VP of Marketing with the Franchise community on 9-14-16. A copy of the PowerPoint slides are also included here.	60	X	X	X	X	X	X			X	X	X	X							X																															
First Day of Instruction	INST106	2013	3.0	Learn activities of the full time staff prior to and up to the student's first day, review the Teacher Checklist, review the Student's First Day Checklist, review math checklists, and review activities for the first day of instruction for exam prep students.	15 min																																													X					
Focus on Learning Center Initial Conference - Elementary School	LCCF450	2013	1.0	This module focuses on the Learning Center Initial Conference for an Elementary School Student. See how the director effectively builds urgency, creates empathy and builds value throughout this conference.	90 min	X	X	X								X											X																												
Focus on Learning Center Initial Conference - High School	LCCF475	2013	1.0	This course focuses on the Learning Center Initial Conference for a high school student. Trainees will see how to effectively tie hot buttons to evaluations, build urgency and empathy and present the pieces of the conference.	75 min	X	X	X								X											X																												

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Focus on Learning Center Initial Conference - Middle School	LCCF400	2013	1.0	This module focuses on the Learning Center Initial Conference for a Middle School Student. See how the director effectively builds urgency, creates empathy and builds value throughout this conference.	75 min	X	X	X							X															
Focus on Merchant Visits	MKTG311	2010	1.0	This course focuses on the conduct of Merchant Visits specifically places to target for conduct of visits and the common objections encountered on Merchant Visits. Learners will hear dialogue used to successfully overcome these objections.	1 hour	X	X	X	X	X	X		X													X				
Focus On School Visits: Event-focused SV	MKTG411	2010	1.0	This course focuses on the preparation and conduct of Event-focused School Visits. Review dialogue to address concerns of school personnel when conducting these visits.	30 min	X	X		X				X													X				
Focus On School Visits: Student-focused SV	MKTG412	2010	1.1	This session focuses specifically on the preparation and conduct of Student-focused School Visits. See the materials needed to prepare for the visit and dialogue for conducting the visit.	30 min	X	X	X	X						X											X				
GED Instructional Procedures	INST900	2014	1.0	This course reviews the instructional procedures for the new GED including an overview of the GED, how to administer the AE to students and how to determine the prescribed program. A review of instructional strategies is also included in this course.	20 min	X	X	X	X	X	X	X				X				X		X								X
Generating Referrals through Re-Enrolls	CTRO331	2016	1.0	This 7 minute course walks you through how to target your re-enrolls based on time of year. It shows you how to find your re-enrolls on the To-Do list, and how to print the C135 - First Time Drops report in LCOS. You'll also see sample dialogue and hear how this dialogue can be used on a re-enroll call.	7 min	X	X	X	X	X	X											X								
Getting High Hours for Summer	LCCF500	2013	1.0	Summer is a very busy time for students and a very productive time for them in center. See how to get commitment for high hours per week in the summer during both Initial and Interim Conferences.	15 min	X	X	X	X						X	X					X									
Giving Effective Feedback	CTRO532	2012	1.0	Feedback is an important part of our day-to-day interaction in the center. This course focuses on the DOs and DON'Ts of giving feedback and the 6 steps to giving feedback.	15 min	X	X	X	X	X	X										X									

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Got Bulks and Loans?	LCCF300	2011	1.0	This course shows how to increase the number of bulks and loans you collect in Initial Conferences. Learn effective dialogue to for the White Sheet as well as how bulk payments benefit the center and student.	20 min	X	X	X	X							X	X														
Got Start Date?	LCCF206	2013	2.0	This course shows how to get a start date in the Initial Conference by exploring the many different elements of the close.	1 hour	X	X	X	X							X	X														
Hitting Your Target: Center Monthly Action Plan	CTRO898	2016	2.0	This course outlines the Center Monthly Action Plan. Learners will see how to run the appropriate LCOS reports used to complete each section of the Center Monthly Action Plan, and how to effectively complete each section of the plan to set the center up for successful month	15 min	X	X	X	X	X	X		X	X	X	X			X												
Hitting Your Target: Center Yearly Action Plan	CTRO899	2014	1.0	This course details how to complete the Center Yearly Action Plan. See which reports are needed and what the plan looks like during each step of completion.	10	X	X											X													
How to Build a Marketing Plan	MKTG503	2012	1.0	This course discusses how to determine your center’s yearly marketing plan, including budgeting and the 7 different areas of marketing.	30 min	X							X																X		
How to Conduct a CoOp Meeting	MKTG504	2012	1.0	This course shows how to effectively run an in-person CoOp meeting. Included are a review of the CoOp agenda, CoOp officers, and best practices.	15 min	X							X																X		
How to Conduct an Exam Prep Presentation	MKTG710	2013	1.0	This course shows the steps to forming partnerships with community organizations to conduct the Exam Prep Presentation. Topics include: materials, best practices, and includes a demonstration of the Exam Prep Presentation.	45 min	X	X	X	X	X	X		X					X												X	
How to Do Direct Mail and Its Benefits	MKTG505	2012	1.0	This module shows the learner how to effective plan for and use Direct Mail marketing. Topics include step by step direction on how to implement a Direct Mail campaign and how to ensure data is correct for internal mailings.	20 min	X							X																X		

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Huntington Math Program - Full-time Staff	INST107FT	2013	4.3	This module focuses on the math program from start to finish. See how to set-up the student's program for the first day of instruction, as well as how to instruct students day-to-day using the Math program. New FT staff will also learn the most frequently used pieces of Math curriculum.	1 hour	X	X	X	X	X	X					X				X										
Huntington Math Program - Part-time Staff	INST107PT	2013	4.3	This course shows how to instruct the math program and reviews frequently used pieces of math curriculum. This module also reviews how to complete the Math Progress Record Book.	45 min											X				X									X	
Huntington Online Prep	EXPR700	2014	2.0	This course walks staff through all aspects of Huntington Online Prep including the student site and user experience, reporting and teacher responsibilities.	45 min	X	X	X	X	X	X				X				X	X										
Huntington Phonics Program - Full-time Staff	INST108FT	2013	3.1	This course, designed specifically for new full-time center employees, reviews the Huntington Phonics Program from set-up to completion. Trainees will learn how to determine if a student is in the Huntington Phonics Program, how to choose the correct Phonics Packet, how to set-up the Student Instructional Binder and how to instruct the program with students. This course also contains a review of frequently used phonics curriculum.	1 hour	X	X	X	X	X	X				X						X									
Huntington Phonics Program - Part-time Staff	INST108PT	2013	3.1	This course, designed for new part-time Learning Center teachers, describes how to properly instruct the Huntington Phonics Program with students including the administration of pre-tests and post-tests, how to fill out the Progress Record and how to use frequently instructed pieces of phonics curriculum.	45 min											X				X									X	
Huntington Study Skills Program - Full-time Staff	INST500FT	2013	2.0	This course, designed specifically for new full-time center employees, reviews the Huntington Study Skills Program from set-up to completion. Trainees will learn how to determine when to implement the Huntington Study Skills Program, how to choose the correct Review Packet, how to set-up the Student Instructional Binder	1 hour	X	X	X	X	X	X					X						X								
Huntington Study Skills Program - Part-time Staff	INST500PT	2013	2.0	This course, designed for new part-time Learning Center teachers, describes how to properly instruct the Huntington Study Skills Program with students including how to fill out the Progress Record and how to use frequently instructed pieces of study skills curriculum.	45 min							X							X										X	

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Huntington Teaching Methods	INST112	2016	1.0	This course, based on information found within the Huntington Teaching Methods book, provides information on motivating students and basic principals of comprehension used when working with students. This course is ideal for those teachers not possessing a teacher certification.	20 min																					X	
Huntington Writing Program - Full-time Staff	INST109FT	2013	4.0	This course, designed specifically for new full-time center employees, reviews the Huntington Writing Program from set-up to completion. Trainees will learn how to determine when to implement the Huntington Writing program, how to chose the correct Review Packet, how to set-up the Student Instructional Binder and how to instruct the program with students. This course also contains a review of frequently used writing curriculum.	1 hour	X	X	X	X	X	X									X							
Huntington Writing Program - Part-time Staff	INST109PT	2013	4.0	This course, designed for new part-time Learning Center teachers, describes how to properly instruct the Huntington Writing Program with students including the administration of writing prompts, how to fill out the Progress Record and how to use frequently instructed pieces of writing curriculum.	45 min																					X	
Implementing the ADHD Support Program	INST911	2015	1.0	This course walks through the implementation process for the ADHD Support Program.	20 min	X	X	X	X	X																	X
Implementing the Advanced Study Skills Program	INST503	2015	1.1	This short course references the components of the Advanced Study Skills Program and explains the guidelines for enrolling students in the program.	10 min	X	X	X	X	X																	X
Implementing the Direct Enroll Program	EXPR501	2013	2.0	This course takes the learner through the administrative steps to implementing the Direct Enroll SAT and ACT programs in center. Topics include program content, teacher preparation, monitoring and maintaining the programs and marketing.	45 min	X	X	X	X	X	X										X					X	
Implementing the Subject Tutoring Program	INST301	2013	2.0	This course trains you and your staff on how to successfully implement Subject Tutoring in your center.	45 min	X	X	X	X	X	X																X

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LCOS: Creating Statement Discounts	LCOS226	2016	1.0	This 2 minute video walks you through the steps of creating discounts which can be applied to student rates in their financial profiles. These discounts ensure students are charged correctly when they pay for program hours up front, are given sibling discounts, etc.	2 min	X	X																					X	
LCOS: Daily Closeout	LCOS206	2016	1.0	This short 3 minute video course walks you through how to perform the task of closing out payments at the end of the day.	3 min	X	X	X	X	X	X																X		
LCOS: Editing Charges - Applying a Credit	LCOS218	2016	1.0	This quick video reviews how to apply a credit in an instance where an incorrect tuition rate was charged to a student.	2 min	X	X	X	X	X	X																X		
LCOS: Entering a Cash Payment	LCOS205	2016	1.0	This 1 minute course demonstrates how to enter a cash payment for a student.	1 min	X	X	X	X	X	X																X		
LCOS: Entering a Check Payment	LCOS201	2016	1.0	This 1 minute course demonstrates how to enter a check payment for a student.	1 min	X	X	X	X	X	X																X		
LCOS: Entering a Credit Card Payment	LCOS204	2016	1.0	This 2 minute video demonstrates how to enter a credit card for a student in the financial profile and how to enter a credit card payment for a student.	2 min	X	X	X	X	X	X																X		
LCOS: Entering a Loan Payment	LCOS202	2016	1.0	This 1 minute course demonstrates how to enter a loan payment for a student.	1 min	X	X	X	X	X	X																X		
LCOS: Entering a Split Payment	LCOS213	2016	1.0	This 2 minute video walks you through entering a split payment. Split payments are typically entered when you have siblings for AEs or a parent paying tuition for siblings.	2 min	X	X	X	X	X	X																X		
LCOS: Entering a Staff Member or Teacher	LCOS212	2016	1.0	This 5 minute video walks you through each tab of entering a new staff member or teacher into the Personnel > Staff menu of LCOS. See what must be filled out for a teacher to properly appear on the Master Schedule.	5 min	X	X	X	X	X	X																X		
LCOS: Entering an Initial Inquiry	LCOS102	2015	1.0	This module focuses on the how-to of entering an Initial Inquiry, a Sibling Inquiry, and creating a Subsequent Contact in LCOS.	10 min	X	X	X	X	X	X	X														X		X	
LCOS: Entering Curriculum Inventory	LCOS216	2016	1.0	This 1 minute course demonstrates how to enter your curriculum inventory into LCOS.	1 min	X	X	X	X	X	X																X		

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LCOS: Fixing a Daily Maintenance Rate Error	LCOS207	2016	1.0	This quick video course walks you through the steps to fix the dreaded ERRORS! CANNOT CONTINUE! warning received when a rate error prevents you from completing Daily Maintenance.	2 min	X	X	X	X	X	X						X							X			
LCOS: Generating Monthly Statements	LCOS223	2016	1.0	This 3 minute course walks you through the process of generating monthly statements for your families.	3 min	X	X	X	X	X	X						X							X			
LCOS: Generating Special Statements	LCOS224	2016	1.0	This 3 minute video walks you through how to use Special Statements. These Special Statements are typical generated when the balance of a bulk payment is due for a student.	3 min	X	X	X	X	X	X						X							X			
LCOS: Introduction and Student List	LCOS101	2015	1.0	This course includes an introduction to LCOS, the icon bar and the file menu. The Student List is explained and learners will have the opportunity to practice activating and deactivating students from the student list.	5 min	X	X	X	X	X	X						X							X			
LCOS: Setting-up Services and Prices	LCOS209	2016	1.0	This 2 minute video, designed for Franchisees, shows how to set prices for services within the Services/Prices table in LCOS.	2 min	X											X							X			
LCOS: Setting-up Statement Messages	LCOS222	2016	1.0	This 3 minute video walks you through how to set up recurring messages which print on the bottom of all center generated billing statements.	3 min	X	X										X							X			
LCOS: Special Events - Scheduling an ABS and MU Session	LCOS219	2016	1.0	This 3 minute quick video shows you how to create an ABS session and the corresponding MU session using the Special Events function in LCOS.	3 min	X	X	X	X	X	X						X							X			
LCOS: Special Events - Scheduling an EXT Session	LCOS220	2016	1.0	This 2 minute video explains how to enter an EXT session for a student. An EXT session is a scheduled session which falls outside of a student's recurring schedule.	2 min	X	X	X	X	X	X						X							X			

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LCOS: The Appointment Book and Your To-Do List	LCOS221	2016	1.0	This 9 minute video shows you how to access your To-Do List via your KPI dashboard and shows you the areas of your To-Do List directly impacted by data entered into the LCOS Appointment Book. See how to enter School and Merchant Visits, and Initial and Interim Conferences. The same processes demonstrated in this video can be used to enter Interim Tests into the LCOS Appointment Book. See how to mark appointments as scheduled in the Appointment Book so they show on your To-Do List.	9 min	X	X	X	X	X	X																													X									
LCOS: Using Bulk Recalculation	LCOS225	2016	1.0	This 3 minute video walks you through how the process of a Bulk Recalculation. This process is used if a student drops from the program prior to using the amount of hours they have paid for in advance. When this happens, per our General Enrollment, the student loses the discount on the amount of hours they have been instructed and they must be charged the full hourly rate for those instructed hours. The Bulk Recalculation feature allows you to do this in two easy clicks.	3 min	X	X	X	X	X	X																															X							
LCOS: Using Selective Closeout	LCOS217	2016	1.0	This quick 2 minute video demonstrates how to use the Selective Closeout functionality in LCOS which is available during the first 5 days of the month.	2 min	X																																					X						
Learning Center Academic Evaluation	ACEV101	2012	2.0	This course focuses on the Learning Center Academic Evaluation including the name, purpose, administration and scoring of each core and additional test. This course also includes how to complete the LC Initial Conference Binder.	2 hours	X	X	X		X	X				X	X																																	
Learning Center Initial Conference	LCCF100	2012	2.0	This course focuses on the Learning Center Initial Conference. Learners will see how to effectively prepare for and conduct a Learning Center Initial Conference as well as overcome objections. Learners will also see how to incorporate different rapport building techniques into their conferences.	3.5 hours	X	X	X								X																																	
Learning Center Initial Inquiry	IINQ107	2012	2.1	This course focuses on the Learning Center Initial Inquiry, including the Inquiry Funnel, the pieces of the AE Description, and dialogue for overcoming objections. Learners will hear a role-model of an Initial Inquiry throughout this course.	1.5 hours	X	X	X	X	X	X				X																																X		

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Learning Center Initial Teacher Training	INST100	2013	3.2	This course is designed to train all new Learning Center Teachers. New teachers will be exposed to the Huntington Philosophy, the Huntington instructional method and the most commonly used pieces of curriculum. Teachers will also have the opportunity to see how the Student Progress Record Book is completed and be able to practice what they have learned.	1.5 hours																				X	
Learning Center Interim Conference	LCIC100	2012	3.1	This course is designed to review all aspects of Learning Center Interim Conferences. See how to discuss Interim Test Results, Curriculum, and school visit results.	2 hours	X	X	X						X						X						
Learning Center Programming	INST110	2014	3.1	This course focuses on Learning Center Programming, including setting up a student's initial program and basic reprogramming guidelines.	45 min	X	X	X						X										X		
Liberty	CTRO542	2013	2.0	This course shows how to use the Liberty Reporting System. Included is how to run, print, and export reports from Liberty.	15 min	X	X	X	X	X	X														X	
Managing Your Day	CTRO102	2013	2.0	This course explores the High Priority Activities for each full time position. See how to effectively schedule your day to allow you to achieve your goals.	45 min		X	X																		
Merchant Visits	MKTG300	2013	3.0	This course shows how to market your center through Merchant Visits. Topics include proper dialogue for conducting a Merchant Visit, materials needed for conducting Merchant Visits, and how to build your Merchant Visit Plan.	30 min	X	X	X	X	X	X															X
Moving Beyond the C299	CTRO201	2013	2.0	This course shows how to move beyond the C299 - Center Operations to diagnose problems and develop action steps to solve these problems, through Center-based scenarios.	2 hours	X	X					X	X	X	X											

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Mulitple AEs	ACEV200	2016	1.0	This quick course discusses how to plan for multiple AEs using the Multiple AE Management Form and reviews some helpful tips for handling multiple AEs at the same time.	6 min	X	X	X	X	X	X				X	X	X															
Navigating the KPI Dashboard	CTRO653	2014	1.0	This course takes the learner step-by-step through using the KPI Dashboard. Learners will have an opportunity to see the KPI Dashboard in action as well as see how the KPI can benefit day-to-day center operations.	5 m in	X	X	X	X	X	X		X	X	X	X			X							X						
New Features in HOP: May 2014	EXPR701	2014	1.0	This course highlights the new features of Huntington Online Prep added in May 2014. Features include: deactivating student accounts, selling additional courses, and student list improvements.	10 mins	X	X	X	X	X	X					X				X	X											
Personalizing Your Initial Conference: Math	LCCF601	2014	1.0	In this course you will help Rachel, a Center Director, prepare an Initial Conference for an 5th grade student. The learner will be asked to help Rachel choose how to introduce evaluations and how to personalize the conference to the parents' concern of math.	20	X	X	X								X				X												
Personalizing Your Initial Conference: Study Skills	LCCF600	2014	1.0	In this course you will help Rachel, a Center Director, prepare an Initial Conference for an 8th grade student. The learner will be asked to help Rachel choose how to introduce evaluations and how to personalize the conference to the parents' concern of study skills	20	X	X	X							X				X													
Program Coordinator Administrative Training	CTRO400	2012	1.0	This course explores all the administrative tasks and responsibilities of the Program Coordinator. Topics covered include: forms, tools, and procedures for both the Exam Prep and Subject Tutoring programs.	45 min															X			X					X				
Providing Outstanding Customer Service	CTRO105	2013	3.1	This course teaches how to ensure top quality customer service during every stage of enrollment, and how to deal with upset parents.	45 min	X	X	X	X	X	X			X	X	X						X										
Reading Adventure	INST111	2010	1.0	This course shows the steps to implementing and running a successful Reading Adventure program.	30 min						X	X				X			X				X									

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Redesigned SAT Initial Teacher Training: Evidence-based Reading, Writing, Essay	EXPR404	2015	1.3	This course reviews the Evidence-based Reading, Writing and Language, and Essay portions of the Redesigned SAT. Learners will review the basics of each content area as well as strategies for instruction. A review of the LCOS Analysis of the Redesigned SAT and the instructional tools is also included.	75 min											X		X							X
Redesigned SAT Initial Teacher Training: Math	EXPR405	2015	1.3	This course reviews the Math portion of the Redesigned SAT. Learners will review the basics of each content area as well as strategies for instruction. A review of the LCOS Analysis of the Redesigned SAT and the instructional tools is also included.	75 min							X				X		X							X
School Visits	MKTG400	2012	1.0	This course examines the benefits and sample dialogue to conducting effective Event-focused School Visits.	30 min	X	X	X	X	X			X										X		
Setting Up HuntingtonHelps .com	MKTG600	2012	1.0	This course shows the 9 steps necessary to set up each center's individual page on the HuntingtonHelp.com website.	15 min	X							X									X			
Setting Up ST Consults in Outlook	CTRO755	2012	1.0	This session walks you step by step through the process of setting up ST Consultations in Outlook so they appear on the huntingtonhelps.com website.	5 min	X					X		X									X			
Spotting the Little Things	EXPR800	2014	1.0	Do you know what your average SAT and ACT score increases are for your students? Are you frustrated by low increases? Learn how to determine your average increases and how to diagnose issues which may be leading to low increases in your center.	30 min	X	X		X	X	X		X	X	X	X		X							
Subject Tutoring Initial Inquiry	IINQ300	2013	3.1	This course shows how to conduct any Subject Tutoring Initial Inquiries. Topics include the Subject Tutoring Initial Inquiry Funnel, objections, and a sample Subject Tutoring Initial Inquiry call.	30 min	X	X	X	X	X	X		X							X				X	
Subject Tutoring Initial Teacher Training	INST300	2011	1.0	This course is designed to train all new Subject Tutor Teachers. New teachers will be exposed to the Huntington Philosophy and Methods for Subject Tutoring.	45 min						X	X		X				X					X	X	

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Subject Tutoring Interim Conference	STIC200	2013	1.0	This course reviews the key pieces of a Subject Tutoring Interim Conference. Trainees have the opportunity to see how to effectively prepare for a ST IC as well as a role-model of two ST ICs.	75 min	X	X	X	X						X																								X					
Taking It to the Bank	CTRO330	2014	1.0	This course reviews how to properly enter payments into LCOS and best practices for tracking payments using the Payment Record and the Daily Deposit Reconciliation Report.	15 min	X	X	X	X	X	X								X																									
Teacher Meetings	INST201	2013	3.0	This course focuses on effective planning, preparation, and conduct of teacher meetings. Includes both the Learning Center and Exam Prep Teacher Meetings.	30 min	X	X	X	X	X	X								X																									
Three LCOS Reports You Can't Live Without	CTRO100	2013	3.1	This course includes a comprehensive look at the 133 - AE Activity Report as well as the 299 - Center Operations and 226 - Student Analysis report.	1 hour	X	X	X	X	X	X			X	X	X	X		X																		X							
Using eSchool Visit for Student-focused School Visits	MKTG401	2015	1.0	This course outlines additional dialogue for your student-focused School Visits. See a Director utilize the eSchool Visit presentation within the context of a student-focused School Visit.	25 min	X	X	X								X			X																			X						
Working with ADHD Students: Tips and Strategies for Effective Instruction	INST910	2015	1.1	This course reviews several key tips and strategies teachers can use when working with ADHD students.	45 min	X	X	X	X	X	X	X				X							X																		X			
YTS No Interest Loan	CTRO987	2011	2.0	This course goes step by step through the process of presenting, submitting, and completing the YTS no interest loan option in an initial conference. Also included are additional opportunities on how to use the YTS module to increase revenue.	45 min	X	X	X	X						X	X			X			X																						