Human Performance Technology (HPT) Certificate
Instructional Systems and Learning Technology (ISLT) Program

Department of Educational Psychology & Learning Systems
Florida State University

The Certificate (Offered at the FSU Campus and Online)

What is HPT?

Human Performance Technology (HPT) is an emerging field that brings dramatic improvements to an organization’s processes for developing and supporting a workforce that is in alignment with the organization’s mission and goals. These improvements are accomplished by integrating employee development and support functions that are often independent and sometimes even competitive. For example, it is not uncommon for departments such as personnel, training, labor relations, information systems, etc., to conduct analyses and implement performance improvement programs that are not coordinated with each other and may even be mutually contradictory as when training objectives are not supported by the company’s incentive plan. To “combat” these problems while achieving higher levels of effectiveness and efficiency, HPT professionals work within an organization to coordinate the various functions that pertain to human performance improvement, and to build coordinated and harmonious programs that become systemically integrated into the organization’s operations.

How accepted is HPT?

Growing numbers of organizations are creating HPT officers and staff, and many of them are replacing traditional human resource development (HRD) specialists and Instructional Designers with HPT professionals who combine general knowledge of HPT with one or more areas of specialization in the “solution” areas (such as instructional design, information technology, management, finance, organizational development, etc.) within the broad domain of HRD-related functions.

What are the certificate’s sponsorship and requirements?

The Certificate in Human Performance Technology at Florida State University is offered by the Instructional Systems and Learning Technology (ISLT) Program and is directed by an HPT Certificate Coordinator. Oversight is provided by the coordinator and the EPLS department head. The certificate requires completion of five competency-based courses (15 credit hours) from areas of specialization that are based on national and international studies of HPT professionals combined with our projections of future directions in organizational structures and processes. There are three required core courses and two elective courses from ISLT.

Who might be interested in the HPT certificate?

This certificate is offered primarily to students who are enrolled in one of the graduate programs that pertain to the specialty areas within HPT. Thus, graduates who earn this certificate will have in-depth knowledge from their majors in one or more of the “solution areas” within HPT in addition to expertise in the broader concept and practices of HPT. The certificate is also offered to persons who have expertise in one of these solution areas as a result of their work history, and to individuals who want to use it as an entry-level achievement in preparation for further formal study or work.

The Host Program and Department

The field of Instructional Systems is concerned with the improvement of educational and training programs through the application of research and technology. Instructional Systems is a relatively new
area of specialization which draws upon the fields of psychology, communications and management in order to improve human performance. The combined enrollment within the department is normally approximately 100 students split almost equally between masters and doctoral programs. A sizable percentage of the students are from other countries, which adds diversity and richness to the program.

ISLT Program offers one major, Instructional Systems and Learning Technologies. One of the certificate programs alongside this major, is the HPT Certificate. Students who wish to earn this certificate can normally do so without having to do additional work beyond the degree’s 36 credit hour requirement by the appropriate choices of electives.

The ISLT is located within the Department of Educational Psychology & Learning Systems in the College of Education. The ISLT Program is closely affiliated with the university's Learning System Institute (LSI), which is internationally known for major research and development projects related to performance improvement, instructional design, distance learning, and evaluation.

The Curriculum

The 15-semester hours of coursework for the HPT certificate includes three required core courses and two courses from designated electives categories. All 15 credit hours must be in ISLT program unless, due to certain academic circumstances, the HPT advisor approves otherwise. A course may be applied toward the M.S. degree and one certificate. If you wish to get the M.S. and two certificates, two additional electives will be required. All 15 credit hours must be taken at Florida State University and must be completed within a period of three years. Following is the list of courses. Online students may contact the Certificate Coordinator for assistance if relevant courses are not available.

HPT Concepts and Processes

Required core courses (9 credit hours):

- EME 5601 Introduction to Instructional Systems (3)
- EME 6691 Performance Systems Analysis (3) (EME5601 is prerequisite)
- EME 6357 Evaluation of Training in HPT (3) (EME5601 is prerequisite)

Select one from each the following categories:

System Analysis and HPT Solution Design (Select Minimum of One Course)

- ADE 5189 Staff Training and Development (3)
- EME 6356 Learning and Web Analytics (3)

Or other courses relevant to the theme of this section subject to approval of the Certificate Coordinator.

HPT Systems Integration and Project Management (Select Minimum of One Course)

- EME 6631 Managing Instructional Development (3)
- EME 6636 A Systems Approach to the Management of Change (3)
- ADE 5083 Human Resource Development (3)
Under certain circumstances, other courses relevant to the theme of this section might be considered as substitute subject to approval of the Certificate Coordinator.

Total Hours Required: 15

Admission

The HPT certificate program is open to any graduate student in good standing at Florida State University and other individuals eligible to enroll as a graduate-level as a non-degree-seeking student (NDS). These students should apply for special student status by contacting FSU Graduate Admissions.

In addition to meeting FSU admission criteria, to be qualified for admission to HPT Certificate, applicants will normally be required to have qualifications equivalent to those admitted to the ISLT Program, which currently are a minimum of a 3.0 grade point average in their upper-division undergraduate studies and a Graduate Record Examination (GRE) scores of at least 150 Verbal, 3.5 Analytical Writing, and 144 quantitative. Qualified applicants must submit their completed admission form and have it approved by the HPT Certificate Coordinator prior to taking the required courses or during your first semester at FSU. The application and completion forms are available at the ISLT website or may be obtained from Mary Kate McKee, the Administrative Assistant for ISLT in the Department of Educational Psychology & Learning Systems.

Completion

Upon completion of the required courses, you must fill out the HPT Program completion form to provide the courses’ specifics to the coordinator for approval and certification. Please do not submit your completion form prior receiving your grades. Substitutions of the required or elective courses due to academic circumstances must be agreed to and approved by the coordinator in advance.

According to COE policy, for students to be certified, they must earn a grade “B” or better for the courses listed on their certificate admission/completion forms. Courses with a grade lower than a “B” will not satisfy the requirements of the HPT Certificate.

Requests for further information or for application materials for admission may be addressed to the Program Assistant:

Mary Kate McKee
Instructional Systems Program
305B Stone Building
Florida State University
Tallahassee, FL 32306-4453
850-644-8792
mmckee@campus.fsu.edu

Questions about acceptable courses for your program of study should be addressed to the Certificate Coordinator:

Dr. Aubteen Darabi
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