



idol courses

Academy

Program Catalog

Built by IDOLs for IDOLs

The IDOL Academy is a career training program built by instructional designers & online learning developers, for future instructional designers & online learning developers.

The Academy is an authorized trade school recognized by the state of Georgia. It is the only implementation program of its kind that not only shows you exactly how to create your job application assets and build a portfolio from scratch, but also includes credentials, mentorship, feedback and paid experience opportunities in the field of instructional design and online learning.

[IDOL Academy Program Directors, Supervisors, Instructors](#)

Mission Statement

IDOL courses is the trade school for instructional design and online learning that serves clients while developing the next generation of creative learning designers.

Contact Information

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IDOL, LLC

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<https://www.idolcourses.com>

IDOL Academy – The Program

The IDOL Academy is designed to be a bridge between the theory and the practice of corporate instructional design.

At IDOL Academy, we offer a unique 12-month program in Instructional Design and Online Learning Development. The program includes an intensive 24-week practical step-by-step

course and a 4-week job readiness track, following graduation from the program. Our hands-on, rigorous approach to teaching provides our students with the necessary skills and knowledge to be successful professionals in the field. In addition to traditional coursework, our program includes an internship requirement for real-world experience. We are proud to say that many of our graduates have been able to land jobs before their program is complete – and those who finish their program become eligible for exclusive IDOL Talent contract roles.

<https://www.idolcourses.com/academy>

Program Objectives

The primary objective of IDOL Academy is to help students gain knowledge and skills needed to land a job as an instructional designer or learning developer. The ideal student is one who is entering the field, is transitioning to the field from another career, or is already in the field and wants to advance their career through the process of deliberate practice.

Program Success

At IDOL Academy, we hold our students to high standards to ensure they can reach their potential and earn the **Certificate of Professional Training and Performance** certificate (CPTP). We expect our students to attend weekly mentor sessions and submit assignments on schedule. Students should also be comfortable reaching out to mentors when stuck or falling behind. Finally, a portfolio with all the required assets must be submitted to an Academy coach for review and approval before taking the test for graduation from IDOL Academy. By following these expectations, we can help our students succeed and ultimately become CPTP certified.

We have captured some of our success stories here:

<https://www.idolcourses.com/success>

[Student Retention, Graduation, and Placement Rates 2024](#)

Program Access

IDOL Academy presents a comprehensive program comprising two essential components: a rigorous 24-week practical step-by-step course and a 4-week job readiness track, which students undertake upon graduation. The practical course is 24 weeks, with immediate access to all modules. Upon successful completion of each milestone, students receive access to the next milestone in the course. Students are recommended to follow the course syllabus for the 24-week practical component to align with the weekly live sessions of their cohort. Upon successful graduation from the course, students gain entry to the 4-week job readiness track to further enhance their skills and preparedness for the job market. Students have 12 months to complete the course and job readiness track.

Students have access to live sessions such as group coaching, small-group mentoring, and virtual workshops with industry experts throughout the 12 month program.

Students have access to hundreds of hours of content in the Academy platform. Content is a combination of video instruction, written lessons/examples/activities, and recordings of past workshops.

Students have access to discussion groups, peer feedback and other types of support in the IDOL Community.

Students have access to the full resources of the community, the live sessions, and the Academy's ever-growing library of non-live content for 12 months.

Many students give back to the program by delivering workshops, becoming an Academy Coach or an Academy Mentor.

Program Schedule

In 2025, four (4) cohorts of IDOL Academy are offered

Cohort 20: January 13, 2025

Cohort 21: April 21, 2025

Cohort 22: June 9, 2025

Cohort 23: September 15, 2025

Program Costs

The IDOL Academy offers three tracks that you can follow:

IDOL Academy Essentials that costs \$1,997.

IDOL Academy Plus that costs \$3,497.

IDOL Academy Elite (Fast Track) that costs \$4,997.

All programs include access to the program for 12 months, providing students with all live and asynchronous instructional content, resources, and program materials. This includes a \$150 non-refundable application fee and a \$300 administrative fee to cover third-party resources.

There are no additional mandatory fees required by IDOL courses for successful program completion.

Optional Additional Services

Students may elect to enroll in optional mentorship and career development services for an additional cost:

One-on-one mentorship for support (if applicable) – \$1,500 (in addition to standard tuition)

One-on-one mentorship with accelerated completion support – \$3,000 (in addition to standard tuition)

These optional services are not required for program completion and are offered as supplemental support for students seeking individualized mentorship and accelerated career advancement assistance.

Additional Expenses

This section lists common expenses that a student may incur in addition to the program costs listed in the previous section.

- Access to the program content and the interactive community platform is via a web browser. Students are responsible for providing their own computer or mobile device for accessing the program and community.
- To complete a few of the program activities, students will download and install the free version, or free-trial version, of various software programs. Students are responsible for providing their own desktop or laptop computer for installing and using these software programs.

Most of these software programs are only available for a Windows computer. These programs may work on Macintosh or other platforms via virtualization (i.e. Parallels, VMWare, VirtualBox).

- Students will build an online portfolio to showcase samples of their work for potential employers to see. Students may choose to purchase a custom domain name at approximately \$15/year. A custom domain name gives the portfolio a more professional appearance and makes it easier for potential employers to locate (thus helping with the job search).

Additional Benefits

In addition to the workshops, coaching and mentoring available in the program, students have access to several third-party tools and resources that add great value to their IDOL journey. These include:

- Vyond Animation, Enterprise Level: Through our partnership with Vyond you'll get access to the Enterprise level of Vyond so you can develop your animations with all the features and without watermarks.
- Envato Elements: Through our enterprise subscription to Envato Elements you'll get free access to a million different assets like stock photos, videos, icon packs, music, PowerPoint templates, and more!

- DIVI Theme Editor: If you want to build your website on Wordpress.org you're going to need a theme and editor. We have an unlimited license so you can get DIVI for free!
- WordPress IDOL Portfolio Template: To expedite your Wordpress portfolio build we built a template specifically for IDOLs. You'll just install and then update the template with your brand and assets. Tutorials included.
- Templates: IDOL uses Trello for project management and Canva for graphics creation. You'll get access to our large library of templates for both platforms.
- eLearning authoring with Lectora* with the Asset Library (Market Value \$1404 per year)
- VR authoring with CenarioVR* (Market Value \$4788 per year)
- Interactive presentations and guides with a Genially library access (Market Value \$167 per year)
- 2D animation authoring with Vyond library access (Market Value \$1099 per year)
- An all-in-one design tool with your own Canva Pro account (Market Value \$119.99 per year)

**individual, non-commercial license*

Program Structure

The IDOL Academy is a 12-month immersive training program structured as a step-by-step roadmap to become a corporate instructional designer and eLearning developer. The students have 12 months to complete the 24-week course, earn the CPTP, and complete the 4 week job readiness track.

The program is organized in two parts:

Practical Portion

The practical portion of the program is the first 24 weeks where students complete weekly assignments and earn badges. This includes coaching, mentoring, and weekly workshops from industry experts.

During this time, students practice their new skills by creating assets and submitting assignments.

Students develop portfolio assets, receive feedback from program mentors/coaches, and have the opportunity to complete the final evaluation to earn the program certificate and move on to the application portion of the program. These assets help them earn Academy badges and continue to build a portfolio of work to show potential employers.

Application Portion

The application portion of the program is a 4-week job readiness track where students build a resume, update their LinkedIn profile, apply for jobs, and practice interview skills.

Program Content

The IDOL Academy has been designed to give students skills and confidence to help them prepare for a variety of jobs in the instructional design and learning development fields.

Take a moment to review the curriculum outline here:

[IDOL Academy - Program Curriculum](#)

Completion, Credits and Credentials

In the IDOL Academy students earn industry-standard certifications and credentials that help them showcase their skills to employers and clients. They have the opportunity to earn 14+ credentials and certifications to help them stand out in the job market.

There are 8 pass/fail milestone assignments that students can submit to earn online credentials.

Week 6: Internship Badge

Week 13: Instructional Design Badge

Week 14: Learning Architect Badge

Week 15: Learning Experience Designer (LXD) Badge

Week 16: Learning Design Course Development Badge of their choice

Week 17: Visual Designer Badge

Week 19: Rapid Prototyping Badge

Week 20: Instructor Led Training Badge

Week 24: eLearning Developer Badge

Students receive a **Certificate of Professional Training and Performance CPTP** badge and certificate, which indicates that they've graduated from the IDOL Academy vocational school when they have:

Completed and passed the 8 milestone assignments and credentials.

Created a website portfolio

Built at least three portfolio assets. One asset is an eLearning course.

Received and implemented Academy Coaches' feedback on those three assets

Achieved 80% or higher on the CPTP exam.

When they meet the portfolio, asset and feedback requirements, they will use the CPTP Typeform to complete the final assessment. Once students have submitted their assessment with an 80% or higher, an Academy coach will review their submission. The Academy coach will then issue the CPTP badge and certificate

through Credly. The student will receive their badge and certificate for download to the email address they provided on their final assessment submission.

Students can request a transcript from IDOL courses by sending an email to info@idolcourses.com.

IDOL courses is not an accredited institution and IDOL Academy is not an accredited program. No college credit is provided, or available, for participation in the program. There are no options for earning an accredited degree, or certification related to the field of instructional design or learning development.

IDOL Academy is pre-approved by the ATD Certification Institute for continuing education credits toward initial eligibility and recertification of the Certificate of Professional Training and Performance (CPTD) and Associate Professional in Talent Development (APTD) credentials. This program has been approved for a maximum of 40 points. Education providers who are pre-approved by the ATD Certification Institute (ATD CI) are authorized to provide continuing education programs that qualify for initial eligibility and recertification of the Certificate of Professional Training and Performance (CPTD) and Associate Professional in Talent Development (APTD) credentials. Pre-approved providers must offer high-quality programming that has been developed and delivered by subject matter experts.

Our preapproval badge and details can be found here:

https://www.credly.com/badges/b46e9caa-3dee-4c5c-a56c-348fe7f5e2e2/public_url



Employment Prospects

The IDOL Academy teaches skills that are in demand by organizations of all types and sizes. Students of the program are qualified for jobs as Instructional Designer, Learning Developer, Trainer, and other related positions. Including but not limited to:

- Instructional designer
- eLearning developer
- Learning coordinator
- Learning experience designer
- Learning designer
- Trainer
- Training manager
- Program manager
- Program mapper
- Curriculum developer

Curriculum designer

For example:

<https://www.indeed.com/q-Instructional-Designer-jobs.html>

https://www.glassdoor.com/Job/instructional-design-jobs-SRCH_KO0,20.htm

<https://www.linkedin.com/jobs/search/?keywords=instructional%20designer>

Supporting Services

Career Services

The IDOL Academy offers several tools to help students prepare for, and land, their IDOL Dream Job. The program includes:

- Lessons to guide students in preparing job search assets such as a portfolio of work samples, their resume and their social media profiles.
- Program coach feedback on assets created.
- Lessons on job search strategy and interview preparation.
- Community and mentor support on job search and interview preparation.
- Unlimited volunteer experience opportunities.
- Occasional paid experience opportunities.

In addition to the support to prepare for a job search, Academy students have exclusive access to jobs listed with IDOL Talent

(<https://www.idolcourses.com/jobs>). IDOL Talent is a staffing agency which specializes in filling instructional design, learning development and related roles. IDOL Talent only accepts candidates who are alumni of the IDOL Academy. We do not guarantee job placement as part of our program.

Learning Resource System

All students have access to the Resources available in the Learning Management System (LMS) Including:

- Workshop Recordings: The schedule of the group coaching calls and all the recorded weekly coaching calls live here.

- Best of IDOL blogs and YouTube videos: With so much IDOL content outside the Academy, we collated the best of the blog posts and YouTube videos here.
- Get Started: Software Tutorials: Video tutorials to help you get started or learn advanced features of some programs.
- Resources for your Graphic Design: IDOL Canva Templates and various resources to make assets beautiful and the development easier.
- Resources for your Multimedia: Extra resources for your eLearning or Video creations.
- Templates for Everything: Find templates for documents, storyboards, Trello boards and more.
- Get Instructional Design Experience: Find experience opportunities and the forms you need to fill out here.
- Portfolio Free to use Content: Create portfolio content with these resources.

In addition to the workshops, coaching and mentoring available in the program, students have access to several third-party tools and resources that add great value to their IDOL journey. These include:

- Vyond Animation, Enterprise Level: Through our partnership with Vyond you'll get access to the Enterprise level of Vyond so you can develop your animations with all the features and without watermarks.
- Envato Elements: Through our enterprise subscription to Envato Elements you'll get free access to a million different assets like stock photos, videos, icon packs, music, PowerPoint templates, and more!
- DIVI Theme Editor: If you want to build your website on Wordpress.org you're going to need a theme and editor. We have an unlimited license so you can get DIVI for free!

- WordPress IDOL Portfolio Template: To expedite your Wordpress portfolio build we built a template specifically for IDOLs. You'll just install and then update the template with your brand and assets. Tutorials included.
- Templates: IDOL uses Trello for project management and Canva for graphics creation. You'll get access to our large library of templates for both platforms.
- eLearning authoring with Lectora* with the Asset Library (Market Value \$1404 per year)
- VR authoring with CenarioVR* (Market Value \$4788 per year)
- Interactive presentations and guides with a Genially library access (Market Value \$167 per year)
- 2D animation authoring with Vyond library access (Market Value \$1099 per year)
- An all-in-one design tool with your own Canva Pro account (Market Value \$119.99 per year)

Other Resources include:

- A full color, PDF copy of The Do It Messy Approach: A Step-by-Step Guide for Instructional Designers and Online Learning Developers (IDOLs) by Dr. Robin Sargent 7 days after class starts.
- "What I Wish I Knew Before Becoming an Instructional Designer" by Dr. Luke Hobson: a must-read for everyone considering, entering, and new to the field of instructional design. This book is comprehensive and consumable. It's such an easy read that still shares all the details you want in a book. Not only does Dr. Hobson share information about instructional design, the different sectors, and how to become an instructional designer, he also challenges you to take small action steps along the way through prompts and activities. His kind tone of voice and his advice for current and future IDOLs is encouraging. You won't find a better overview and clarity about instructional design and the work we do than this! This book is so special you'll get an Academy Member Exclusive Discount Code to purchase an ebook copy of What I Wish I Knew Before Becoming an Instructional Designer by Dr. Luke Hobson 7 days after class starts.

Facilities and Equipment

The IDOL Academy is an online-only institution, there are no physical facilities.

All computing equipment used to provide the student experience is provided by the vendors IDOL courses contracts with to host websites, learning content, community forums and other program assets.

Student Technology

Students of IDOL Academy provide their own computing equipment or device for accessing program content, student communities and online resources.

Most IDOL Academy program content can be accessed from any device via a modern web browser and teleconferencing application.

Some program activities require specific software applications that students will download and install on their computer. In these cases, the free version, or trial version, of the application is sufficient.

Each application has its own requirements – all applications will work on a fairly recent Windows computer. Some applications will work on a fairly recent Macintosh computer, and some will work on a Mac with a Windows virtual machine (i.e. Parallels, VMWare, VirtualBox etc).

Admission Information

Program Orientation

Students should independently review and agree to the enrollment agreement and corresponding policies in this program catalog prior to enrollment to acquaint themselves with IDOL courses policies and procedures.

Students will be asked to review the program syllabus and fill out a [Student Intake Form](#). This is used to get to know the student, their goals, and where they are on their IDOL journey. This information helps us tailor the program and put them in an accountability group with their peers.

Completion of the onboarding, and receipt of policy updates, is recorded informally by the Learning Management System (LMS) conducting the onboarding or distributing the policy updates. No formal or long-term record of orientation or policy update notifications is kept except as email announcements and progress in the online platform.

Welcome to the Academy: Orientation Outline

You can expect to start IDOL Academy with the following orientation. You will have access to the orientation starting the day you enroll in the Academy within our Learning Management System.

- Welcome to the Academy
- Introduction
- Find your Why, define your How, and get inspired by some IDOL Success Stories

Administrative Policies

See also IDOL courses terms and conditions detailed at <https://www.idolcourses.com/pages/terms>

Program Admission Policy

Admission to IDOL Academy is open to anyone desiring to become or improve skills as an instructional designer and/or learning developer.

Student Transfer Policy

IDOL Academy is self-contained. There is no means for a student to transfer progress from or to any other program or institution. IDOL Academy does not accept transfer credits, and we cannot guarantee that credits from IDOL Academy will transfer to other institutions.

Similarly - no credit is offered for prior experience.

Academic Progress / Academic Dismissal Policy

IDOL Academy is a 24-week course. Students must successfully complete the program within 12 months, submit materials for graduation, pass a test, and pay all tuition due in full before receiving a Certificate of Professional Training and Performance. They have ongoing access to faculty for the purpose of evaluating and improving their progress. We do not dismiss students for failure to meet academic requirements.

Attendance Policy

IDOL Academy is a twenty-four (24) week course with a new lesson weekly. We expect our students to attend weekly mentor sessions and submit assignments on schedule. Students should also be comfortable reaching out to mentors when stuck or falling behind. Students must complete program requirements within 12 months.

Leave of Absence Policy

We understand that life happens, and there may be times when you need to take a temporary break from your program. Our Leave of Absence (LOA) policy outlines the process for requesting time away while maintaining your good standing. For full details on eligibility, duration, and how to request a leave, please review our complete LOA policy [here](#).

Student Withdrawal Policy

Students may withdraw from IDOL Academy at any time for any reason. To withdraw, students should request to withdraw by submitting a [withdrawal form](#). The date the [withdrawal form](#) is received is considered the date of withdrawal from the program.

If a student desires, they may contact IDOL courses and request that their account on the IDOL courses platforms be removed. All requests to remove accounts must be made in writing by sending an email to info@idolcourses.com.

When account removal is requested, access to the IDOL Academy content is disabled but the account might not be permanently removed. Removal depends on the user's other IDOL courses products, the capability of the platform and IDOL's legal requirements for retention of student records.

Refunds associated with withdrawals are strictly determined by the program's refund policy.

Enrollment Cancellation Policy

Students may cancel their enrollment for any reason up to 72 hours after they enroll in the program. All requests to cancel enrollment must be made by

submitting the [withdrawal form](#). The cancellation date is the date the [withdrawal form](#) is received.

When enrollment is canceled, access to the IDOL Academy content is disabled but the account might not be permanently removed. Removal depends on the user's other IDOL courses products, the capability of the platform and IDOL's legal requirements for retention of student records.

Refunds associated with cancellations are strictly determined by the program's refund policy.

Enrollment Termination Policy

IDOL reserves the right to terminate a student's access to the program, platforms, and services at any time if you become disruptive, fail to follow the program guidelines, or otherwise violate this agreement.

No refunds are available for terminations. You are responsible for any remaining payments under a payment plan in the event of a termination.

Termination causes and conditions are detailed at <https://www.idolcourses.com/pages/terms>

Refund Policy

Once you register for classes, you are responsible for all tuition and fee charges. IDOL, LLC allows a refund of tuition and fees excluding the \$150 application fee, if you formally cancel the enrollment agreement or enrollment application prior to 72 hours after enrollment.

IDOL, LLC shall pay a refund to the student in the amount calculated under the refund policy specified below or as otherwise approved by the Georgia Nonpublic

Postsecondary Education Commission (GNPEC). The institution must make the proper refund no later than forty-five (45) days after the student's submission of the [withdrawal form](#) for cancellation or withdrawal.

The following refund policy applies to each postsecondary educational institution as follows:

A student is entitled to a full refund minus the application fee of \$150 if one (1) or more of the following criteria are met:

(a) The student cancels the enrollment agreement or enrollment application prior to 72 hours after enrollment.

(b) The student's enrollment was procured as a result of a misrepresentation in the written materials utilized by the postsecondary proprietary educational institution.

A student withdrawing from IDOL Academy, and completing less than 12 weeks (50%) is entitled to a prorated refund, minus an application fee of \$150 and minus the \$300 nonrefundable fee for 3rd party vendors. The date the [withdrawal form](#) is received is considered the date of withdrawal from the program.

A student withdrawing from an instructional program, after completing 12 or more weeks (more than 50%), is not entitled to a refund.

When a students' fees are subsidized by an agency and the student withdraws, the agency can submit a written request for a refund only if the student's attendance is less than 50% of the course duration.

All refund requests must be made in writing by completing a [withdrawal form](#).

All refunds are subject to the terms and conditions detailed at <https://www.idolcourses.com/pages/terms>.

If you receive a refund of any purchase through this money-back guarantee, that shall immediately terminate any and all licenses granted you to use the material provided to you under this Agreement and the Company's Terms of Use. You shall immediately cease using the material and shall destroy all copies of the information provided to you, including without limitation: video recordings, audio recordings, forms, template documents, slide shows, membership areas, social media groups limited to paying members, and other resources.

Enrollment Extension Policy

Program Structure & Timeframe

IDOL Academy is a 12-month program, allows students to complete all milestones within one calendar year. A recommended 24-week schedule is provided to help students stay on track and complete the program within the allotted time. This schedule is intended to provide guidance; however, flexibility is afforded to accommodate the varying time constraints of individual student projects. These variations can arise from feedback cycles and stakeholder needs, which may necessitate an adjusted pace.

Progress Monitoring & Support Notifications

Throughout the program, students will receive periodic notifications to assess their progress against the 24-week schedule. These notifications serve as checkpoints to help ensure students remain on track to complete the program within the 12-months. Should a student be identified as falling behind, they will be connected with support resources, including academic counseling and additional guidance to help them address challenges and successfully reach their milestones.

Maximum Timeframe for Course Completion

Students are expected to complete all coursework and milestone assignments within the 12-months. However, should a student require additional time due to

exceptional circumstances, they may be eligible to apply for an enrollment extension.

Eligibility for Enrollment Extension

To qualify for an extension beyond the 12-month period, students must have completed at least 75% of the coursework. Specifically, this means earning a minimum of 231 XP, representing up to the Week 22 milestones, and successfully passing the associated assignments.

Application Process for Extension

- **Submission of Request:** Students who meet the eligibility requirements may submit a formal [application for an extension through this form](#). The application must include a clear and compelling reason for the request, such as medical emergencies, personal hardship, or other significant unforeseen circumstances.
- **Review & Notification:** Applications will be reviewed within five (5) business days by the Academic Review Committee. Students will be notified of the decision via email.

Extension Fee & Financial Hardship Waiver

- **Standard Fee:** A fee of 3 payments of \$250/month is required for each twelve-week extension. Payment must be submitted upon approval of the extension.
- **[Financial Hardship](#):** Students experiencing financial hardship may apply for a waiver of the extension fee by providing appropriate supporting documentation, such as proof of employment status change, significant medical expenses, or other qualifying financial obligations.

Access During Extension Period

- During the approved extension period, students will regain access to their course content. If no further extensions are requested or granted, access will be suspended at the end of the extension period.

- Students who receive an enrollment extension are encouraged to schedule a 1:1 session with an IDOL Academy Student Advisor. These sessions provide guidance on structuring coursework, overcoming challenges, and creating a plan for completing the program within the extension period. The available times for a 1-1 Student Advisor session can be found inside the course platform linked in the student's navigation menu.

Reapplication for Additional Extensions

Students may apply for an additional twelve-week extension as needed, up to a maximum of two (2) twelve-week extensions. Each subsequent extension requires a new application and payment of the extension fee, or a request for a fee waiver under the hardship policy. The same terms and conditions apply to each extension request.

Limit on Total Extension Period

Students are not eligible for extensions beyond a total of six (6) months. If a student is unable to complete the program within the combined 18-month period (12-month original term plus up to 6 months of extensions), they will be required to re-enroll in the program at the full tuition rate.

Important Notes

- **Purpose of Extensions:** Extensions are provided to offer additional time due to unforeseen circumstances and are not intended to replace the original course timeline.
- **Review & Approval:** All extension requests are subject to review and approval by the IDOL Academy administration, based on documented circumstances.
- **Satisfactory Academic Progress (SAP):** Granted extensions will be considered in the evaluation of a student's SAP. Multiple extensions may impact a student's academic standing.
- **Advising Support:** Students are encouraged to take advantage of 1:1 sessions with an IDOL Academy Student Advisor to maximize their success

during the extension period. The available times for a 1-1 Student Advisor session can be found inside the course platform linked in the student's navigation menu.

For questions regarding the extension policy, support resources, or application process, please contact the IDOL Academy support team at info@idolcourses.com.

Financial Hardship Policy for Extension Fee Waiver

Purpose

This policy defines what qualifies as a financial hardship for students requesting a waiver of the extension fee. It also outlines the documentation required to support such requests.

Definition of Financial Hardship

A financial hardship is defined as a significant reduction in a student's financial resources that impedes their ability to pay the required extension fee.

Circumstances that may qualify as financial hardship include, but are not limited to:

- Loss of employment
- Significant medical expenses
- Natural disasters or personal emergencies
- Unexpected family obligations, such as caring for an ill family member
- Reduction in household income due to changes in employment or personal circumstances
- Other unforeseen financial obligations

Application Process

1. **Submission:** Students facing financial hardship must submit an **Extension Fee Waiver Request** along with the required supporting documentation (as outlined below) to info@idolcourses.com.
2. **Review:** The Academic Review Committee will review the request within five (5) business days.
3. **Notification:** Students will receive a decision via email within five (5) business days after the review.

Required Documentation

To apply for a financial hardship waiver, students must provide relevant documentation to support their claim. Examples of acceptable documentation include:

- **Proof of Employment Status Change:** A termination letter, layoff notice, or unemployment benefits documentation.
- **Medical Expenses:** Medical bills, letters from healthcare providers, or health insurance claims.
- **Natural Disasters or Emergencies:** Insurance claims, official reports, or evacuation orders.
- **Family Obligations:** A letter from a healthcare provider verifying the need to care for a family member or proof of changes in household composition.
- **Income Reduction:** Pay stubs, tax returns, or a letter from an employer confirming a reduction in work hours or salary.
- **Other Financial Obligations:** Documentation of unforeseen expenses, such as legal obligations or emergency repairs.

Waiver Determination

The Academic Review Committee will evaluate each request based on the severity of the financial hardship and the documentation provided. Requests that lack sufficient documentation may be denied.

Confidentiality

All requests and supporting documentation will be handled confidentially, and only authorized personnel will review the information provided.

Appeals

If a waiver request is denied, the student may submit an appeal with additional documentation within ten (10) business days of the denial notice. The student can submit an appeal by writing an email to info@idolcourses.com.

Code of Conduct Policy

At IDOL Academy, our mission is to foster a safe, respectful, and inclusive learning environment that encourages our IDOLs (students) to pursue their passions and develop their skills. Grounded in our core values of love, learning, empowerment, integrity, fun, and initiative, we have established the following Code of Conduct Policy to guide all interactions within our community.

1. Respectful Communication

Every member of the IDOL Academy community must engage in respectful and professional communication at all times. This includes but is not limited to: Avoiding the use of discriminatory, derogatory, or offensive language. Refraining from personal attacks, threats, or any form of personal harassment. Engaging in constructive feedback instead of criticism that is not aimed at improvement.

2. Responsibility

IDOLs are expected to take full responsibility for their learning journey and behavior, which involves: Actively participating in learning and creative processes. Seeking and providing helpful feedback. Adhering to all school policies and demonstrating ethical conduct.

3. Academic Integrity

Honesty and integrity are cornerstones of our academy. Acts of plagiarism, cheating, or any form of academic dishonesty will result in disciplinary action.

4. Digital Safety

We are committed to maintaining a safe digital environment. As such, we strictly prohibit: Cyberbullying, stalking, or any form of online harassment. Sharing or threatening to share personal information without consent.

5. Professionalism

Professional conduct is expected at all times, including: Appropriate language and behavior during all interactions. Respect for the boundaries and dignity of instructors, staff, and fellow IDOLs. Examples of unprofessional behavior include but are not limited to: Use of profane or vulgar language. Public criticisms that demean or belittle others. Any form of intimidation or coercion.

6. Positive Engagement

We encourage a collaborative and enjoyable learning experience through active participation in discussions, projects, and academy activities.

7. Initiative

IDOLs are urged to take initiative in their learning, seeking growth and development opportunities within and beyond the curriculum.

8. Technology Suite Usage

The misuse of provided technologies, such as Lectora and CenarioVR, for unauthorized commercial projects is not allowed. Our technology suite is for educational purposes, and any misuse will be addressed.

9. Copyright Infringement

Copying, reproducing, or sharing academy content without permission is strictly prohibited. This includes online sharing for both free and commercial purposes.

10. Confidentiality

Confidential information about the academy or its community members must not be shared outside our private community. Breaches of confidentiality undermine the trust and safety of our learning environment.

Violations of the Code of Conduct may lead to disciplinary actions, including expulsion. Our goal is to collaborate with IDOLs to maintain a supportive educational environment. We expect everyone to adhere to these guidelines to ensure a positive learning experience for all.

Readmission Policy

Readmission following dismissal is considered on a case-by-case basis, focusing on the individual's reasons for dismissal, period of absence, and commitment to adhere to our code and academic standards. It requires a demonstration of resolved past issues and a commitment to uphold IDOL Academy standards moving forward. Note that readmission is not guaranteed.

By clearly defining unacceptable behaviors and setting explicit expectations for all interactions, this revised Code of Conduct aims to foster a more inclusive, respectful, and professional learning environment at IDOL Academy.

Program Cancellation Policy

If IDOL Academy cancels or changes a program of study or course (time or location) in such a way that a student who has started the program or course is unable to continue: IDOL Academy will make the training available to the student for download in a timely manner.

Complaint Policy

Concerns or complaints in the IDOL Academy should be handled at the lowest level possible to resolve the concern quickly and to the satisfaction of those involved.

Students are encouraged to bring their concerns to an Academy mentor, coach or administrator as soon as possible following the event that caused the concern.

If a resolution is not reached through this initial avenue, a formal complaint may be filed by sending an email to info@idolcourses.com. The email should state the nature of the concern and request a meeting to discuss the issue further.

A member of the IDOL courses administrative team will respond and arrange a call, or virtual meeting, with the person raising the concern.

If the institution's resolution is not satisfactory, you may appeal to the Georgia Nonpublic Postsecondary Education Commission(GNPEC/Commission), but it will not investigate a complaint unless the student has exhausted all available grievance procedures outlined by the institution.

Contact Georgia Nonpublic Postsecondary Education Commission
Phone: (770) 414-3300

2082 East Exchange Place
Suite 220
Tucker, GA 30084

GNPEC Complaint Form:

<https://gnpec.georgia.gov/student-resources/complaints-against-institution>

Grading Policy

Program assets created by the student are evaluated and feedback is provided regarding how the asset could be improved.

There 8 pass/fail milestones in the course that allow the student to receive additional badges and demonstrate their learning. They can resubmit their assets

for completion of each milestone as many times as they need to Academy Coaches to continue improving their skills and earn each badge.

Week 6: Internship Badge

Week 13: Instructional Design Badge

Week 14: Learning Architect Badge

Week 15: Learning Experience Designer (LXD) Badge

Week 16: Learning Design Course Development Badge of their choice

Week 17: Visual Designer Badge

Week 19: Rapid Prototyping Badge

Week 20: Instructor Led Training Badge

Week 24: eLearning Developer Badge

Graduation

Students receive a final pass/fail grade for the **Certificate of Professional Training and Performance (CPTP)**. The badge and the certificate are one in the same. When a student earns the Certificate of Professional Training and Performance badge they are also able to download a copy of the certificate from the same place.

In order to pass the requirements for the **Certificate of Professional Training and Performance (CPTP)** students must:

- be enrolled in the IDOL Academy for 12 weeks
- create a website portfolio,
- build a minimum of 3 assets to go in the portfolio,
- a portfolio with all the required assets must be submitted to an Academy coach for review
- and pass a test on instructional design and eLearning development with an 80% or higher.

Exam Process

Process	Instructions
Pass Coach Review	The test is sent to you via email. If you pass the test, you graduate and are put on the job readiness track.
Fail Coach Review	You then implement their feedback and resubmit until you pass.

Job Readiness Track

Week 1	Resume	<ul style="list-style-type: none">• Resume lesson• Live resume lesson	<ul style="list-style-type: none">• Create or revise the current resume.• Submit to Coaches for feedback
Week 2	LinkedIn	<ul style="list-style-type: none">• LinkedIn and networking lessons• Live LinkedIn lesson	<ul style="list-style-type: none">• Update LinkedIn profile• Continue networking
Week 3	Applications	<ul style="list-style-type: none">• Application lesson• Live application lesson	<ul style="list-style-type: none">• Apply for roles and track applications
Week 4	Interviews	<ul style="list-style-type: none">• Interview lesson• Live mock interview lesson and interview prep	<ul style="list-style-type: none">• Craft your elevator pitch• Create answers to all the interview questions.