

Design Document- Alyssa Aiello

<i>Business Purpose</i>	To train the consultants of Italian Americans for Dual Citizenship to assist qualifying clients in obtaining dual U.S.-Italian citizenship by researching genealogy, gathering documents, and preparing clients for their appointments.
<i>Target Audience</i>	All new and current consultants at Italian Americans for Dual Citizenship.
<i>Training Time</i>	30 minutes
<i>Training Recommendation</i>	I recommend an e-learning course using Articulate Rise due to the consultants of Italian Americans for Dual Citizenship working in various locations across the U.S. and due to the deadline and budget constraints of the company.
<i>Deliverables</i>	<ul style="list-style-type: none">● 1 eLearning module, developed in Articulate Rise● 1 Consulates in the U.S. Infographic PDF Job Aid
<i>Learning Objectives</i>	By the end of the course, the learner will be able to: <ol style="list-style-type: none">1. Recognize a person's eligibility for Italian dual citizenship.2. Identify the documents required for Italian dual citizenship.3. Choose the right consulate based on residency location.
<i>Training Outline</i>	<ul style="list-style-type: none">● Introduction<ul style="list-style-type: none">○ Company Mission○ Objectives● Part 1: Jure Sanguinis<ul style="list-style-type: none">○ Brief overview - Why does this law exist? What does "jure sanguinis" mean?○ Qualifications○ Research- Ancestry.com, familysearch.org, Antenati○ Scenario-based Knowledge Check<ul style="list-style-type: none">■ Assesses the 1st objective■ A client of Italian-American descent wants to know if they qualify for dual U.S.-Italian citizenship.■ The learner has to choose the correct questions based on the client's responses to determine their eligibility.● Part 2: Documents<ul style="list-style-type: none">○ Proof of lineage documents<ul style="list-style-type: none">■ Birth certificates■ Marriage certificates■ Death certificates○ Naturalization documents<ul style="list-style-type: none">■ Certificate of Naturalization■ Oath of Allegiance■ Petition for Naturalization■ Declaration of Intention○ Where to acquire U.S. Documents

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- NARA
- USCIS
- County Courts
- Documents from Italy
 - Birth Certificate in international format
 - Marriage Certificate
- Types of Translations
 - Simple
 - Certified
 - Apostilled
 - Consulate Legalized
 - Court Sworn
- Apostille
 - What is an apostille?
 - How do you get documents apostilled?
- Knowledge Check
 - Assesses the 2nd objective
 - Sorting activity in which the learner determines which documents they will definitely need, which documents they might need, and which documents they will not need.
- Part 3: Consulate
 - How to choose a consulate based on residency location
 - This is a labeled graphic map showing the jurisdictions of each Italian consulate in the U.S.
 - Knowledge Check-
 - Assesses the 3rd objective
 - This is a multiple-choice question in which the learner chooses the appropriate consulate given the city in which their client lives.
 - How to schedule an appointment at the consulate using the Prenot@mi website
 - Making an account
 - Navigating the booking page
 - Decoding the appointment calendar
 - Red- no available appointments
 - Yellow- some appointments available
 - Green- all appointments available
 - Black- closed or haven't opened that date for appointments yet
 - Formatting the date properly (day/month/year)
 - What to bring to the appointment
 - All documents discussed in the previous section
 - Consulate forms
 - Client's ID, passport, and utility bill
 - Money Order for 300 Euros (check the current exchange rate)

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	<ul style="list-style-type: none">● Final Assessment● Conclusion: What happens after the appointment?<ul style="list-style-type: none">○ Homework- amending documents with discrepancies○ AIRE registration○ Approval can take a few months○ The consulate will send a Recognition letter○ AIRE- Anagrafe degli Italiani Residenti all’Estero or the Registry of Italians Residing Abroad○ The client can now apply for an Italian passport for 116.00 Euro (check the current exchange rate)
<i>Assessment Plan</i>	<p>1 ungraded, pre-knowledge check. The learner will be allowed 1 attempt for the pre-knowledge check and then be provided immediate feedback.</p> <p>3 ungraded, knowledge checks, each assessing one of the 3 learning objectives and allowing the learner to practice before the final assessment. These will utilize multiple formats, such as scenarios, drag and drops, and multiple-choice.</p> <p>1 graded, final assessment evaluating the learner’s attainment of all objectives. This will be a 5-question graded quiz, requiring 80% correct to pass, at the end of the course. It will contain multiple-choice, matching, and multiple-response questions. Immediate feedback will be provided after each question.</p>