



# Self-Guided MBTI® Certification

Program outline and  
learning modules

# Program outline

The overarching goal of this certification program is to help you learn the essential knowledge and skills you need to purchase and apply the MBTI® Global Step I™ and Step II™ assessments ethically and competently.

The program contains 15 learning modules. There is also a small amount of prework you'll need to complete on the Elevate® assessment platform before moving to the course content. This includes inviting two volunteers to complete the MBTI assessment. You'll use your volunteers' MBTI reports to practice facilitating MBTI feedback during modules 3 and 4 of the program.

## Online learning

Online learning modules include a range of text, audio and video, interactive activities, and knowledge check quizzes.

The online learning is designed to work on desktop computers, laptops, tablets, and most smartphones.

For more details, see the "Getting started" module at the beginning of the online course.

## Instructor-led sessions

There are three instructor-led learning modules, which will be run as online workshops led by a member of the MBTI Self-Guided Certification Faculty. Each session will last approximately two hours and forty-five minutes.

During these sessions, you'll have opportunities to discuss your learning with other participants, take part in group activities, and have your questions answered by an MBTI expert.

We'll prompt you to book your instructor-led sessions at relevant points during the program. If you prefer to book all three sessions right away, you can do so using the course menu for your online learning.

## Learning assignments

You'll be asked to complete several learning assignments during the program. These assignments provide opportunities for you to practice applying your knowledge of the MBTI assessment.

# Learning modules

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## Pework

**Estimated time to complete:** 1 hour

### Elevate prework

- Take the MBTI assessment
- Invite volunteer respondents to complete the assessment
- Download program materials

### LMS orientation

- Getting started with the online learning

### Learning outcomes

After completing this prework, you will be able to discuss your first-hand experience of the MBTI assessment. This is also an ethical requirement for MBTI certification.

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## Module 1: Exploring the MBTI® framework

**Estimated time to complete:** 1 to 3 hours

- Background and development of the MBTI assessment
- Understanding the four preference pairs
- Preference-based questions and behavioral differences

### Learning outcomes

After completing this module, you will be able to:

- 1.** Define and discuss the eight MBTI preferences.
- 2.** Compare characteristics of the four preference pairs.
- 3.** Relate analogies and anecdotes to illustrate the differences between preferences.

This module can be completed before or after your group feedback session (module 2). The content of this module also contributes to the learning outcomes for modules 2 and 3.

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## Module 2: MBTI® Step I™ group feedback



**Instructor-led online session:** 2 hours and 45 minutes

- Introducing the MBTI assessment
- Interactive discussions and activities
- Your MBTI reported results and best-fit type verification

### Learning outcomes

After completing this module, you will be able to:

1. Explain the term “preferences” in relation to the MBTI framework.
2. Identify your own personality preferences.
3. Share your first-hand experience of practitioner-led MBTI feedback.

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## Module 3: The MBTI® Step I™ feedback process

**Estimated time to complete:** 3 to 4 hours, plus learning assignment  
(approximately 4 hours)

- The importance of feedback
- Feedback best practices
- Helping respondents reach best fit
- Example feedback videos

**Learning assignment:** Complete two practice MBTI Step I feedback sessions with volunteer respondents

### Learning outcomes

After completing this module, you will be able to:

1. Facilitate an activity to illustrate the meaning of preferences in the MBTI framework.
2. Identify practical considerations to address when contracting with respondents.
3. State preference definitions, compare characteristics of the preference pairs, and relate analogies and anecdotes to bring the preferences to life.
4. Discuss the 16 types to help respondents who are unsure of their preference.
5. Apply your knowledge to deliver successful MBTI Step I feedback with individuals.

## Module 4: Type dynamics and development

**Estimated time to complete:** 2 to 3 hours, plus learning assignment (approximately 1 hour)

- The Jung-Myers theory of type
- Favorite processes
- Type dynamics and stress
- Jung's model of type development

**Learning assignment:** Practice discussing type dynamics and development with one of your volunteer respondents

### Learning outcomes

After completing this module, you will be able to:

1. Explain the importance of type dynamics in the Jung-Myers theory.
2. Name and describe the four mental processes and relate an analogy to illustrate their relationship.
3. Compare characteristics of the four mental processes in their extraverted and introverted forms.
4. Outline and apply Jung's model of type development.
5. Apply your knowledge to discuss type dynamics and development with MBTI respondents.

The content of this module also contributes to the learning outcomes for module 5.



## Module 5: Applications of type dynamics

**Instructor-led online session:** 2 hours and 45 minutes

- Type dynamics reinforcement
- How to figure out type dynamics
- Type dynamics discussion activities

### Learning outcomes

After completing this module, you will be able to:

1. Explain the role of the Judging–Perceiving preference pair in type dynamics and the importance of balance.
2. Describe and explore the influence of type dynamics on stress reactions.
3. Locate and apply appropriate resources and activities to illustrate the relationship between type dynamics and a range of personal and professional development applications.

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## Module 6: Ethical use of the MBTI® assessment

**Estimated time to complete:** 1 to 2 hours

- Administering the MBTI assessment
- Using the MBTI assessment in organizations
- Other ethical considerations

### Learning outcomes

After completing this module, you will be able to:

1. Correctly outline the administration process and the role of the practitioner when administering the MBTI assessment.
2. Select and apply appropriate administration and scoring procedures for the MBTI Global assessments.
3. Assess and respond to a range of ethical situations following best practices.

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## Module 7: Applying the MBTI® framework

**Estimated time to complete:** 1 to 2 hours

- Exploring the MBTI type table
- Using the type table for team development applications
- Using type to explore decision-making, leadership development, and conflict

### Learning outcomes

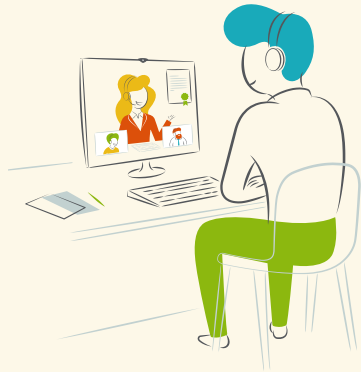
After completing this module, you will be able to:

1. Define and explain key preference combinations (type lenses) including the process pairs and orientations.
2. Compare activities and choose appropriate options to explore type-based differences with a team or work group.
3. Apply type-based insights to action planning with teams and work groups.

The content of this module also contributes to the learning outcomes for module 8.

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## Module 8: Applying type with teams



**Instructor-led online session:** 2 hours and 45 minutes

- Preference-based discussion activities
- Application activities for communication, decision-making, and dealing with change

### Learning outcomes

After completing this module, you will be able to facilitate team discussion activities based on the four MBTI preference pairs and a range of preference combinations.

The content of this module also contributes to the learning outcomes for module 7.

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## Module 9: The MBTI® Step II™ assessment

**Estimated time to complete:** 1 hour

- The MBTI Step II framework
- Step II facet descriptions

### Learning outcomes

After completing this module, you will be able to:

1. Outline the benefits of the MBTI Step II assessment.
2. Use resources to describe and define the 20 facets of the Step II framework.

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## Module 10: MBTI® Step II™ reports, scoring, and interpretation

**Estimated time to complete:** 1 to 2 hours

- Step II results and scoring
- Interpreting Step II reports

### Learning outcomes

After completing this module, you will be able to:

1. Accurately describe the relationship between the MBTI Step I and Step II assessments.
2. Explain the Step II scoring system to others.
3. Discuss and compare possible reasons for an unusual Step II profile.

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## Module 11: Using the MBTI® Step II™ assessment with individuals

**Estimated time to complete:** 2 to 4 hours

- The MBTI Step II feedback process
- Out-of-preference results and facet combinations
- Step II feedback challenges
- Using Step II for leadership development

### Learning outcomes

After completing this module, you will be able to:

1. Use appropriate resources to facilitate an individual MBTI Step II feedback discussion.
2. Confidently explore the potential connections between a respondent's facet results.
3. Apply your knowledge of the MBTI Step II framework to leadership development.

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## Module 12: Using the MBTI® Step II™ assessment with teams

**Estimated time to complete:** 1 to 2 hours

- MBTI Step II group feedback
- Key discussion activities
- Team profiles

### Learning outcomes

After completing this module, you will be able to:

1. Lead group activities to illustrate and apply Step II facet results with teams.
2. Use appropriate resources to run team development sessions using the MBTI Step II assessment.

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## Module 13: Construction of the MBTI® Step I™ and Step II™ assessments

**Estimated time to complete:** 1 hour

- Type vs. trait assessments
- Construction of the MBTI assessment items
- The influence of culture

### Learning outcomes

After completing this module, you will be able to:

1. Identify and outline key aspects of the construction of the MBTI assessment, such as why, how, and for whom the assessment was constructed and how the assessment's purposes are reflected in its construction.
2. Compare type and trait-based assessments and explain the key differences to others.



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## Module 14: Reliability and validity of the MBTI® Step I™ and Step II™ assessments

**Estimated time to complete:** 1 to 2 hours

- Introduction to reliability and validity
- Reliability studies for the MBTI Step I and Step II assessments
- Validity studies for the MBTI Step I and Step II assessments

### Learning outcomes

After completing this module, you will be able to:

1. Define the terms “reliability” and “validity” as they relate to psychometric assessments.
2. Understand the relationship between reliability and validity and the different ways each is measured.
3. Respond accurately to questions about the reliability and validity of the MBTI assessment, using appropriate resources to share data with respondents where necessary.

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## Module 15: The MBTI® product portfolio

**Estimated time to complete:** 30 minutes

- Administration options
- Available reports
- Introduction to MBTI®Complete

### Learning outcomes

After completing this module, you will be able to:

1. Compare MBTI reports and select the appropriate report based on a variety of end user needs.
2. Identify and compare appropriate resources to support an individual’s exploration of type.
3. Assess a range of situations to determine whether it is most appropriate to administer the MBTI Step I, Step II, or MBTI®Complete assessment.
4. Apply your knowledge to integrate MBTI®Complete into individual or team development sessions.

# Becoming an MBTI® Certified Practitioner

To become an MBTI Certified Practitioner, you need to:

1. Complete all the online learning modules.
2. Attend and participate in the three instructor-led sessions.
3. Complete the offline learning assignments, including two practice MBTI Step I feedback sessions (module 3) and one short follow-up discussion (module 4). Full details for each learning assignment are included in the online learning.
4. Pass a multiple-choice exam with a result of 80% or more. You will have two attempts to pass the exam. If you don't pass the exam on your second attempt, our learning team will be in touch to discuss your next steps.

You can complete this self-guided program at your own pace. The sample schedule on the next page provides one example of how you might organize your learning over a 10-week period.

## Sample schedule

Week 1	<ul style="list-style-type: none"> <li>• Complete prework and module 1 (2 to 4 hours)</li> </ul>
Week 2	<ul style="list-style-type: none"> <li>• Attend your first instructor-led session, module 2 (2 hours and 45 minutes)</li> <li>• Start exploring module 3 (2 to 3 hours)</li> <li>• Check in with volunteer respondents to make sure they have completed their assessments (15 minutes)</li> </ul>
Week 3	<ul style="list-style-type: none"> <li>• Complete module 3 and your first practice feedback session (3 to 5 hours)</li> </ul>
Week 4	<ul style="list-style-type: none"> <li>• Complete your second practice feedback session (2 hours)</li> <li>• Complete module 4, including the learning assignment (2 to 4 hours)</li> </ul>
Week 5	<ul style="list-style-type: none"> <li>• Attend the second instructor-led session, module 5 (2 hours and 45 minutes)</li> <li>• Complete module 6 (1 to 2 hours)</li> </ul>
Week 6	<ul style="list-style-type: none"> <li>• Complete module 7 (1 to 2 hours)</li> <li>• Attend the third instructor-led session, module 8 (2 hours and 45 minutes)</li> </ul>
Week 7	<ul style="list-style-type: none"> <li>• Complete modules 9 and 10 (2 to 4 hours)</li> </ul>
Week 8	<ul style="list-style-type: none"> <li>• Complete modules 11 and 12 (3 to 5 hours)</li> </ul>
Week 9	<ul style="list-style-type: none"> <li>• Complete modules 13 and 14 (2 to 3 hours)</li> <li>• Prepare for the multiple-choice exam (1 to 2 hours)</li> </ul>
Week 10	<ul style="list-style-type: none"> <li>• Take the multiple-choice exam (1 hour)</li> <li>• Complete module 15 (30 minutes)</li> <li>• Complete the evaluation survey at the end of the program (15 minutes)</li> </ul>

The total time required to complete this program is approximately 30 to 40 hours, including prework and the time to complete offline learning assignments. You'll have access to the program for 90 days (just over 12 weeks) from the date of purchase.

If you have any questions during the program, please [contact Customer Support](#).