**Want to Attend the ATIXA Summer Certification Series?**

**Fill in the {brackets} and leverage this letter template to justify your registration!**

Dear {insert supervisor or Dept/Division Head name),

The Association of Title IX Administrators ([ATIXA](http://www.atixa.org/)) is offering a unique training opportunity called the [Summer Certification Series](https://atixa.org/atixa-event/summer-certification-series/) which consists of a new 12-course curriculum that has been designed for highly interactive and virtual delivery over a two-week period, June 8-19, 2020. Registrants can earn up to six valuable ATIXA certifications over the course of this series. This is the broadest range of Title IX certification training courses you can find, from the primary Title IX Industry association that invented Title IX Certification ten years ago.

The Summer Certification Series is the first of its type, offered fully online. Registrants can pursue a combination of certification sessions that feature interactive question and answer forums with faculty, self-guided curriculum, group work, technique mirroring/modeling exercises, mock hearings, role plays, and case study sessions moderated by ATIXA’s experts.

**Key Components of the 12-course curriculum include:**

* Introductory Courses, Advanced Courses, K-12 Specific Courses, New Course on the implementation of the new “2020 Title IX Regulations” and Hearing Officer and Decision-Maker Training

**If I attend the** [**ATIXA Summer Certification Series**](https://atixa.org/atixa-event/summer-certification-series/) **I will receive:**

* Training from Expert Faculty
* A Two Year Certification from ATIXA (including the slides from the course(s))
* A Certificate from HRCI (HR Certification Institute)
* A Certificate from SHRM (The Society for Human Resource Management)
* Potential Continuing Legal Education (CLE) credits
* Immediate and comprehensive reaction to the 2020 Department of Education Title IX Regulations
* Additional E-Learning small group activity (Optional)
* Additional 2-Hour Question and Answer sessions with faculty (Optional)
* [ATIXA’s Investigation In A Box Kit](https://atixa.org/products-and-services/investigation-in-a-box/)
* [An electronic copy of The ATIXA Playbook](https://atixa.org/products-and-services/playbook/)
* Case Study Packet
* [VAWA Brochure Template](https://atixa.org/products-and-services/vawa-brochure/)
* All the Supplementals Reading Materials
* [1-month Trial Membership to ATIXA (if you have never had one before)](https://atixa.org/join/)

This training would traditionally be conducted in-person. Airfare/hotel/meal and other travel expenses would usually be required. With this new virtual training series from ATIXA, those costs are negated, and course fees are all-inclusive. There are also discounts offered for taking multiple courses or group registrations. I would like to request registration fee(s) for the following course(s):

* {Insert course name(s), date and cost}
* {Insert course name(s), date and cost}

I would like to set up a call or Zoom meeting with you this week to discuss my attendance. Thank you for your time in advance, and I look forward to discussing my professional development with you.

Sincerely,

{Insert Name}