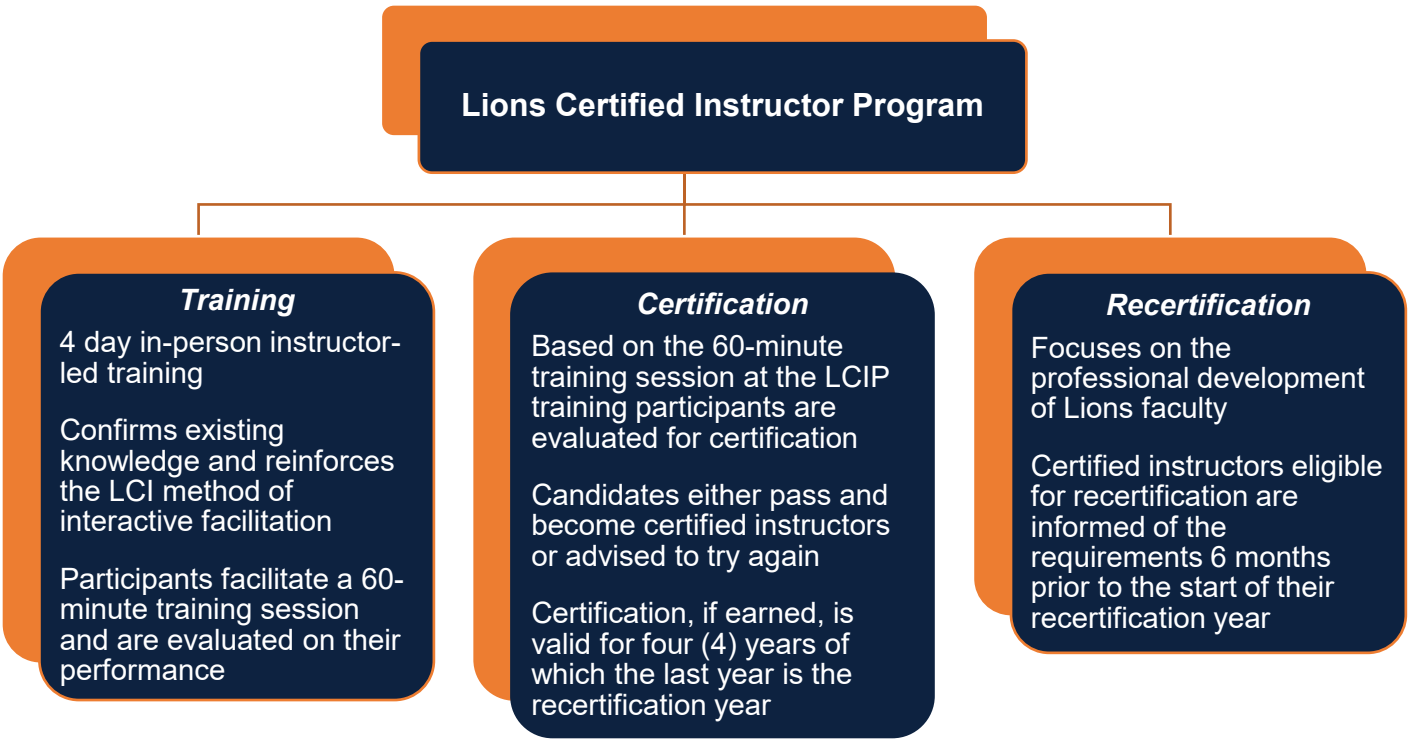
LIONS CERTIFIED INSTRUCTOR PROGRAM

LCIP

Purpose of the Lions Certified Instructor Program (LCIP)

The purpose of the LCIP is to deliver consistent effective training at all levels within Lions by increasing the number of qualified instructors, while also providing a framework for broadening and deepening the knowledge and experience of the instructors.

The Lions Certified Instructor Program has three (3) components: Training, Certification and Recertification.



Expectations of Lions Certified Instructors

1. Facilitate Leadership Development programs at all levels, including but not limited to: Club Officer Trainings, Zone Chairperson Trainings, Regional Lions Leadership Institutes, First and Second Vice District Governor Trainings, Emerging Lions Leadership Institutes, Advanced Lions Leadership Institutes, Faculty Development Institutes, Lions Certified Instructor Program offerings, and additional programs as requested.

2. Seek opportunity and promote one's availability and willingness to deliver trainings at all levels, including but not limited to all listed above.

3. In collaboration with the Global Action Team - Global Leadership Team, provide regular updates to the Leadership Development Division on the status of trainings and training-related needs in your area.

LIONS CERTIFIED INSTRUCTOR PROGRAM TRAINING

Training Location: Des Moines, IA, USA

Training Dates: September 13-16, 2021

Application Due Date: June 30, 2021

Applicants: Lions from Constitutional Area 1 & 2 - United States of America, Its Affiliates, Bermuda & The Bahamas & Canada

Purpose of the Lions Certified Instructor Program Training

The LCIP training provides Lions who have training experience the opportunity to expand their knowledge and demonstrate their training ability, including the opportunity to be evaluated for certification.

Training Eligibility Requirements
Applications will be accepted from Lions who have:

1. Experience as a professional trainer or educator for **five or more** years.
2. **Considerable experience** serving as faculty at local Lions trainings (e.g. Regional Lions Leadership Institute, district-level training for club officers, etc.) or conducted Lions training at forums.
3. Lions who have served as FVDG/DGE Seminar Group Leader or Lions Clubs International-directed institute faculty.

Selection Process
Selection is based on a combination of factors, including initial assessment of the application by representatives of the Leadership Development Team and final review by the Global Action Team Constitutional Area Leader. Candidates will be notified of their application status approximately **four** weeks after the application deadline via the email address provided on the application form.

LCIP Certification Process
Determination of an applicant's status as a Lions Certified Instructor will be based on the applicant's performance during the skill evaluation opportunity that is provided during the training. Candidates will receive their evaluation result approximately six to eight weeks after the training.

Personal Expense Policy Regarding the LCIP Training
Lions Clubs International will provide meals and lodging according to the schedule of the training. In compliance with board policy, a non-refundable participation fee of **US$200.00** is required for participation in this training event. This fee will be due no less than six weeks prior to the training start date. Please do not send fees until you receive a letter of acceptance to the training. Participants are also responsible for their own transportation and other travel related expenses to and from the training site.

Application Procedure
Submit the completed application form by the application due date in order to be considered.

Application Due Date: June 30, 2021

Email completed form to institutes@lionsclubs.org
Upon submission of the application, senders will receive an automatic reply to serve as a receipt of the application. If no reply is received, check spam/junk folders and resubmit as needed. If email submission is not an option, submit via fax to 630-468-6740.

LIONS CERTIFIED INSTRUCTOR PROGRAM TRAINING

Des Moines, IA, USA
September 13-16, 2021

Applicant Information

District Number: _____ Membership Number: _____

First/Given Name: _____ Last/Family Name: _____

Email*: _____ *** PLEASE PRINT - Required information for all institute correspondence**

State/Province: _____ Country: _____

Club Number: _____ Lions Club Name: _____

Current Lions Title: _____ Highest position held in Lions Clubs: _____

Select Preferred Language(s) of Instruction: ☐ English

If you selected more than one language, please indicate your **first choice**: _____

☐ I confirm that I am capable of understanding and actively participating through reading, writing, and fluent speaking skills in the language(s) selected above.

Lions Leadership Institutes Previously Attended (Locations & Dates): _____

Personal Motivation

Why is seeking certification through the Lions Certified Instructor Program (LCIP) important to you?

Why is leadership development (and the availability of effective training opportunities to support it) important to the Lions' mission "We Serve"?

LIONS CERTIFIED INSTRUCTOR PROGRAM TRAINING

Des Moines, IA, USA
September 13-16, 2021

Lions Clubs International Training Experience *(Please type or print using additional sheets as needed)*

Indicate your level of involvement in the following Lions Clubs International-directed trainings. Club-level and other trainings can be added as needed.

	Training Program	Participant Only	Facilitator / Faculty	Year(s) Conducted
☐	International First Vice District Governor / District Governors-Elect Seminar (FVDG/DGE Group Leader)	☐	☐	
☐	Faculty Development Institute (FDI)	☐	☐	
☐	Faculty Development Excellence Series (FDES)	☐	☐	
☐	Advance Lions Leadership Institute (ALLI)	☐	☐	
☐	Emerging Lions Leadership Institute (ELLI)	☐	☐	
☐	Regional Lions Leadership Institute (RLLI)	☐	☐	
☐	Multiple District FVDG/DGE Training	☐	☐	
☐	Club Officer Training	☐	☐	
☐	Council Chairperson Training	☐	☐	
☐	Zone Chairperson Training	☐	☐	
☐	Second Vice District Governor Training	☐	☐	
☐	Other: _____	☐	☐	
☐	Other: _____	☐	☐	
☐	Other: _____	☐	☐	

Elaborate on your Lions training experience as desired. Note any other Lions Clubs International experiences that may qualify you to be a candidate for LCIP. (Experience outside the organization will be addressed in the following section.)

LIONS CERTIFIED INSTRUCTOR PROGRAM TRAINING

Des Moines, IA, USA
September 13-16, 2021

Non-Lions Training Experience

Indicate your general professional background as it is relevant to training delivery.

Title and/or Profession: _____

Field and Employer: _____

Primary Responsibilities: _____

Indicate your level of experience with the following training formats outside of Lions Club International

Speaking to a Public Audience:
- ☐ No experience
- ☐ Some experience
- ☐ Significant experience

Size of largest audience: _____

Teaching in a Standard Classroom:
- ☐ No experience
- ☐ Some experience
- ☐ Significant experience

Size of largest audience: _____

Facilitating Group Discussion:
- ☐ No experience
- ☐ Some experience
- ☐ Significant experience

Size of largest audience: _____

Indicate your level of experience with the following training-related topics outside of Lions Club International.

Delivering Soft Skills Training (e.g. communication, conflict management):
- ☐ No experience
- ☐ Some experience
- ☐ Significant experience

Delivering Onboarding/HR-type Training (e.g. introduction to people and processes):
- ☐ No experience
- ☐ Some experience
- ☐ Significant experience

Indicate your level of experience with the following training-related matters outside of Lions Club International.

Delivering Training to a Diverse Audience (e.g. cultural differences, gender stereotypes):
- ☐ No experience
- ☐ Some experience
- ☐ Significant experience

Using Technology to Prepare and/or Deliver Training (e.g. editing in Word, presenting with PowerPoint):
- ☐ No experience
- ☐ Some experience
- ☐ Significant experience

Elaborate on the above as desired. Note any other skills or experiences that may qualify you to be a candidate for LCIP.

LIONS CERTIFIED INSTRUCTOR PROGRAM TRAINING

Des Moines, IA, USA
September 13-16, 2021

Additional Information *(Please type or print using additional sheets as needed*

1. How do you personally create a positive learning environment for participants?
   Consider what you do (and do not do) to set the tone for a valuable experience for all learners.

2. Provide an example of how you have used adult-learning principles effectively in a training session.
   Consider how you might have made a session or component active or collaborative, or dependent upon the learners' life experiences, knowledge, and goals.

3. Provide an example of how you have appealed to different learning styles/needs in a training session.
   Consider the materials you might have used and variations you might have made to reach particular types of learners.

4. Describe how you would handle the following types of participants:
   a. A participant who continually disrupts class with somewhat off-topic comments.
   b. A participant who does not contribute to discussions.
   c. A participant who is texting or checking email on their phone during the session.

5. If you are selected to participate, what knowledge and/or skills do you hope to improve most significantly by attending LCIP?

LIONS CERTIFIED INSTRUCTOR PROGRAM TRAINING

Des Moines, IA, USA
September 13-16, 2021

Applicant Acknowledgement

Important Notes:

- **LCIP is a highly selective program. Acceptance into the program is not guaranteed, and attendance does not guarantee certification.**
- **Certification, if earned, will be valid for three years; after that time, candidates may apply for recertification.**
- **Effective July 2020, LCIP certification is required to serve as faculty for Lions Clubs International-directed institutes and to serve as FVDG/DGE Seminar Group Leader.**

Review and initial each statement below, then sign to confirm your understanding of the commitments of the Lions Certified Instructor Program (LCIP)

☐ I understand that **acceptance** into training (and/or to be observed) is not guaranteed, and attendance does not guarantee certification. I am willing to be evaluated in order to determine eligibility to become a Lions Certified Instructor.

☐ If certified, I am willing to make a **three-year commitment** to providing education and training in my district and/or multiple district.

☐ If certified, I understand that there is no guarantee that I will be included in or appointed to any particular position, committee, training, etc. I further understand that I must **promote** my services as an LCIP trainer to those who can benefit most immediately from my certification.

☐ I understand and agree to the **personal expense policy** of the Lions Certified Instructor Program as stated above.

Name of Applicant	Signature	Date