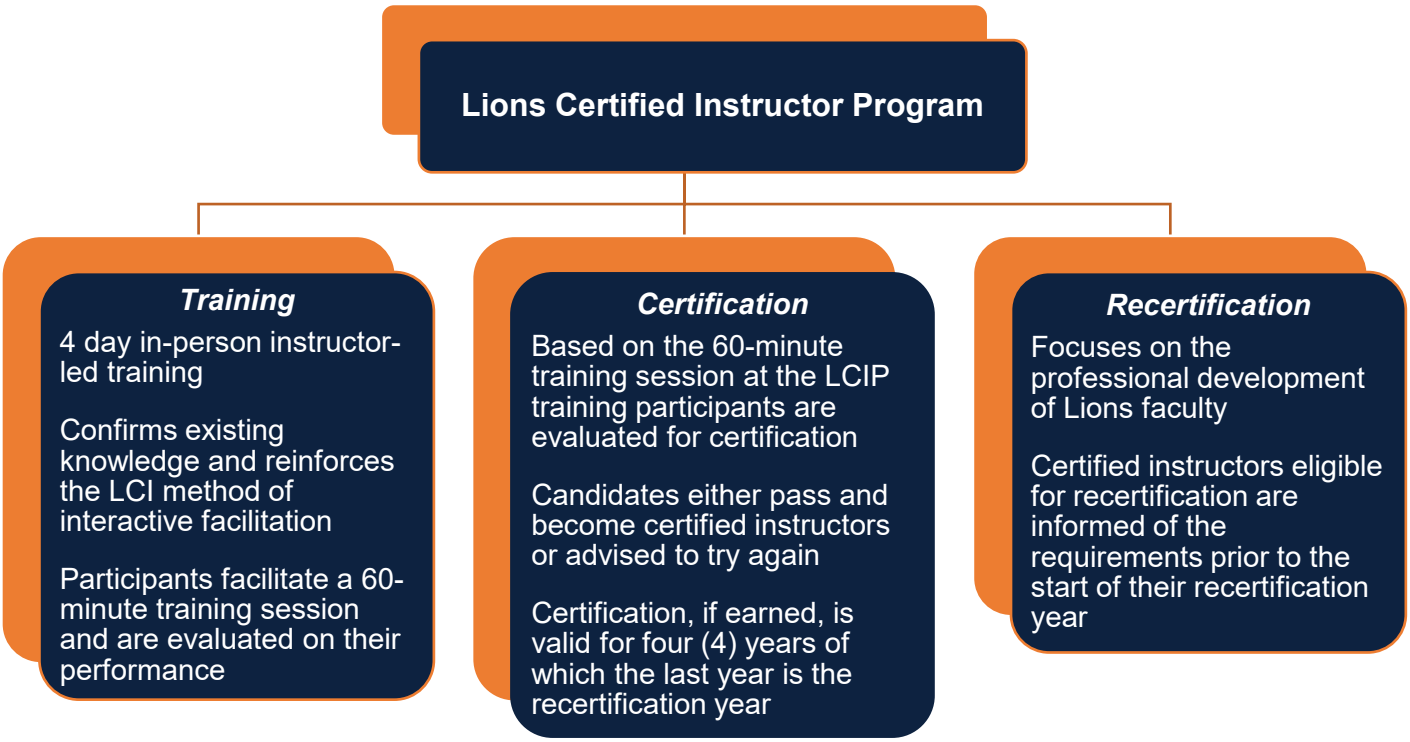
LIONS CERTIFIED INSTRUCTOR PROGRAM
LCIP

The purpose of the Lions Certified Instructor Program 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

Location: Brazzaville, Congo

Dates: March 10-13, 2023

Application Due Date: December 10, 2022

The purpose of the LCIP training is to provide 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

Candidates for the LCIP training should meet one of more qualifications before applying.

- Experience as a professional trainer or educator for five or more years.
- 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.
- Previous experience 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.

Participant Expectations

Upon acceptance to the training, participants are obligated to the following:

- Attend all sessions of the 4-day training.
- Arrange personal travel to and from the training.
- Complete pre-assignments prior to arrival.
- Pay a non-refundable participant fee of US$200.

Application Submission Process **Application Due Date: December 10, 2022**

Submission of this application does not guarantee acceptance to the training. Ensure that your application is complete, and all questions have been thoroughly answered. Applications are evaluated based on the applicants' qualifications and experiences.

- Completed applications should be emailed to institutes@lionsclubs.org by the application due date above.
- Lions Clubs International (LCI) will email a confirmation of receipt within 7-10 business days.
- All applicants will be notified of selection status via the **email address provided on the application form**.

TIP: For ease of completion, this application has been created in PDF typable format. In order to type directly onto the application, you must have Adobe Reader. Download it for free at the secured website, https://www.adobe.com. It is also recommended that you download the application from the LCI website and save it to your computer before completing.

LIONS CERTIFIED INSTRUCTOR PROGRAM TRAINING

Brazzaville, Congo
March 10-13, 2023

1. Applicant Information

District: _____ Member Number: _____

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

Email*: _____ Phone Number: _____

***Required information for all institute correspondence; it is recommended that you provide a unique, personal email address.**

State/Province: _____ Country: _____

Club Number: _____ Club Name: _____

Current Lions Title: _____

Select Preferred Language(s) of Instruction: ☐ English ☐ French

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.

How did you hear about this institute? ☐ Area leader informed me ☐ Website ☐ Social media
☐ Lions digest email ☐ Lions member portal/Learn ☐ Other_____

2: Personal Interest

Why is seeking certification through the Lions Certified Instructor Program (LCIP) important to you? (250 words or less)

How is using Lions Certified Instructors to deliver training valuable to the Lions' mission "We Serve"? (250 words or less)

LIONS CERTIFIED INSTRUCTOR PROGRAM TRAINING

Brazzaville, Congo
March 10-13, 2023

Last/Family Name: Member Number:

3. Lions Clubs International Training Experience

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	Year(s)	Faculty	Year(s)
☐	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: _____	☐		☐	

Please provide additional skills or experiences that will help in the evaluation of your application. (250 words or less.)
(Focus on your experience as a Lion/Leo. Experience outside the organization will be addressed in the following section.)

LIONS CERTIFIED INSTRUCTOR PROGRAM TRAINING

Brazzaville, Congo
March 10-13, 2023

Last/Family Name: Member Number:

4. 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: _____

For events outside of Lions Clubs International, indicate your level of experience:

Presenting to an Audience:
- ☐ No experience
- ☐ Some experience (1-4 years)
- ☐ Significant experience (5+ years)

Largest audience size: _____

Teaching in a Classroom:
- ☐ No experience
- ☐ Some experience (1-4 years)
- ☐ Significant experience (5+ years)

Largest classroom size: _____

Facilitating a Small Group Discussion:
- ☐ No experience
- ☐ Some experience (1-4 years)
- ☐ Significant experience (5+ years)

Largest group size: _____

Delivering Soft Skills Training (e.g. communication, conflict management):
- ☐ No experience
- ☐ Some experience (1-4 years)
- ☐ Significant experience (5+ years)

Delivering Onboarding/HR-type Training (e.g. introduction to people and processes):
- ☐ No experience
- ☐ Some experience (1-4 years)
- ☐ Significant experience (5+ years)

Delivering Training to a Diverse Audience (e.g. cultural differences, gender stereotypes):
- ☐ No experience
- ☐ Some experience (1-4 years)
- ☐ Significant experience (5+ years)

Using Technology to Prepare and/or Deliver Training (e.g. editing in Word, presenting with PowerPoint):
- ☐ No experience
- ☐ Some experience (1-4 years)
- ☐ Significant experience (5+ years)

Please provide additional skills or experiences that will help in the evaluation of your application. (250 words or less.)

LIONS CERTIFIED INSTRUCTOR PROGRAM TRAINING

Brazzaville, Congo
March 10-13, 2023

Last/Family Name: Member Number:

5. Additional Information

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 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 have used and modifications you 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

Brazzaville, Congo
March 10-13, 2023

6. Program Acknowledgements

Important Notes:

- **LCIP is a highly selective program. Acceptance into the program is not guaranteed, and attendance does not guarantee certification.**
- **Certification, if earned, is valid for four (4) years of which the last year is the recertification year.**

Review and initial each statement below, then sign under Section 7 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 **four-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 **participant expectations** of the Lions Certified Instructor Program as stated above.

7. Participant Acknowledgements

If selected to attend, I understand and agree to the following:

☐ Participation and COVID-19: Participation at this training is voluntary. Should any participant test positive for COVID-19 while at the training and be held to quarantine regulations by the country they are in or the return to their country of origin, any required isolation expenses, including hotel accommodations and meals during this time, will be a personal expense.

☐ I understand that Lions Clubs International is not responsible for personal costs, including but not limited to, those associated with the following: illness, unanticipated or other personal events, lost or stolen property. It is recommended that participants have travel/medical insurance to cover these or other unanticipated costs.

☐ Cancellation/No Show Policy: I understand and agree that in the event I am selected to attend and do not cancel my registration for the LCIP in writing to institutes@lionsclubs.org 15 days prior to the training, I will be billed for one night's meals and lodging for each day that I am absent according to board policy.

Name of Applicant	Signature	Date