



Lions Certified Instructor Program (LCIP)

Application for LCIP Certification through Observation

Purpose of Lions Certified Instructor Program (LCIP)

To provide consistent delivery of effective training at all levels by increasing the number of qualified instructors, while providing a framework for broadening and deepening the knowledge and experience of instructors.

Pursuing LCIP Certification through Observation (without attending training)

Lions who have served as Group Leader at the International First Vice District Governors/District Governors-Elect (FVDG/DGE) Seminar or faculty at a Lions Clubs International-directed institute from July 2012 to the present can request to be observed and evaluated for LCIP certification.

Observation can occur when serving as Group Leader at the International FVDG/DGE Seminar or faculty at a Lions International-directed institute.

If not invited to be a FVDG/DGE Group Leader or Lions International-directed institute faculty in the near future, a qualifying Lion may request to be observed serving as faculty at a Lions training event (see more information under “Observation Process”).

Observation Eligibility Requirements

Applications to pursue LCIP certification through observation (without attending LCIP training) will be accepted only from Lions who have served as FVDG/DGE Seminar Group Leader or Lions International-directed institute faculty from July 2012 to the present.

This application is a request for observation only. Lions who have training experience but have not served as FVDG/DGE Seminar Group Leader or Lions Clubs International-directed institute faculty should determine if they are eligible to pursue LCIP certification through training. Visit the resource section on the website to review the eligibility requirements detailed in the *Application for LCIP Certification through Training*.

Observation Process

After submission of this *Application for LCIP Certification through Observation*:

- If the applicant is invited to be faculty at an upcoming Lions International-directed institute, he or she will be observed for certification during the institute.
- If the applicant is not invited to be faculty at an upcoming Lions International-directed institute, the applicant can request the *LCIP Video Recording Request Form* to provide the details of the training event he or she wants to record and submit for observation. The *LCIP Video Recording Request Form* needs to be submitted 2 months prior to the associated training event. Requests to be recorded for observation will be approved or rejected approximately 2 weeks after receipt of the request, based upon Leadership Development Team’s review of the request form and consideration of any staffing required to support the request.

LCIP Certification Process

Determination of an applicant’s status as a Lions Certified Instructor will be based on the applicant’s performance during the approved observation opportunity – be it via live observation at an approved in-person training or pre-approved recording.

Application Process

Submit the completed *Application for LCIP Certification through Observation* form **2 months before the requested observation date** in order to be considered.

The **final deadline** to request LCIP Certification through observation is **January 31, 2020**. After this date, all Lions who wish to become LCIP certified will need to attend an in-person LCIP training event.

Email completed forms to LCIP@lionsclubs.org. If email submission is not an option, submit via fax to 630-706-9010.

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 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.

Important Notes:

- **LCIP is a highly selective program. Neither approval to be observed, nor observation of an applicant guarantees certification.**
- **Certification, if earned, will be valid for three years; after that time, candidates may apply for recertification.**
- **Effective July 2020, LCIP certification will be required to serve as faculty for Lions Clubs International-directed institutes and to serve as FVDG/DGE Seminar Group Leader.**

Applicant Acknowledgement

Prior to completing the application form, 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 acceptance 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.

Printed Name

Signature

Date

Part 1: Biographical Data

Personal / Basic

First Name: _____ Middle Name: _____ Last Name: _____

Email: _____ Preferred Telephone: _____

State/Province: _____ Country: _____

Lions Clubs International

District Number: _____ Membership Number: _____ Club Number: _____

Lions Club Name: _____ Date Joined (MM/YY): _____

Current Lions Title: _____ Highest Position Held: _____

Other Club, Zone, Region, District, or International Positions Held: _____

Position: _____ Year: _____

Position: _____ Year: _____

LCIP Observation Opportunity (if known) _____

Part 2: 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 Only	Facilitator / Faculty	Most Recent Year Conducted	Total Times Conducted
<input type="checkbox"/> International First Vice District Governors/ District Governors-Elect Seminar (FVDG/DGE)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/> Faculty Development Institute (FDI)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/> Faculty Development Excellence Series (FDES)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/> Advance Lions Leadership Institute (ALLI)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/> Emerging Lions Leadership Institute (ELLI)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/> Regional Lions Leadership Institute (RLLI)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/> Club Officer Training	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/> Council Chairperson Training	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/> Zone Chairperson Training	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/> Second Vice District Governor Training	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/> Other: _____	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/> Other: _____	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/> Other: _____	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/> Other: _____	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/> Other: _____	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____

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.)

Part 3: 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.

Part 4: Personal Motivation

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