



# Lions Certified Instructor Program (LCIP)

## *Application for LCIP Certification through Training*

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**Location:** London, England

**Dates:** December 6-9, 2019

**Application Due Date:** September 22, 2019

**Applicants:** Lions from Constitutional Area IV - Europe

**Languages Offered:** English, Swedish, Finnish and Portuguese

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### **Purpose of the 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 Training:**

The in-person LCIP training provides Lions who have training experience but have not served as FVDG/ District Governors Elect - Seminar Group Leader or Lions Clubs International-directed institute faculty the opportunity to expand their knowledge and demonstrate their training ability, including the opportunity to be evaluated for certification.

### **Training Eligibility Requirements:**

Applications to pursue LCIP certification through training will be accepted only from Lions who meet one or more of the following qualifications.

- Lions who have not yet served as FVDG/ District Governors Elect - Seminar Group Leader or Lions Clubs International-directed institute faculty, but who have experience as a professional trainer or educator for five or more years.
- Lions who have served as faculty at a local Lions training (e.g. Regional Lions Leadership Institute, district-level training for club officers, etc.) or conducted Lions training at forums.
- Lions who have served as faculty at a FVDG/DGE Seminar or Lions Clubs International-directed institutes prior to July 2012.

**This application is a request to attend training.** Lions who have served as faculty at a FVDG/DGE seminar or Lions Clubs International-directed institute from July 2012 to the present are eligible to pursue LCIP certification through OBSERVATION (without training). Visit the resource section on the website to access the application for observation only.

### **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 In-Person 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.

## **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.

## **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 will be required to serve as faculty for Lions Clubs International-directed institutes and to serve as FVDG/DGE Seminar Group Leader.**

## **Application Procedure:**

Submit the completed Application for LCIP Certification through Training form by the stated application submission deadline in order to be considered.

**Application Due Date: September 22, 2019**

Email completed form to [LCIP@lionsclubs.org](mailto:LCIP@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 630-706-9010.



# LIONS CERTIFIED INSTRUCTOR PROGRAM

London, England

December 6-9, 2019

## Part 1: Applicant Information

District Number: \_\_\_\_\_ Membership Number: \_\_\_\_\_

First/Given Name: \_\_\_\_\_ Last/Family Name: \_\_\_\_\_

Email\*: \_\_\_\_\_ \* PLEASE PRINT - Required information for all training correspondence

State/Province: \_\_\_\_\_ Country: \_\_\_\_\_

Gender: ☐ Male ☐ Female Month and Year Joined Lions Clubs: \_\_\_\_\_

Club Number: \_\_\_\_\_ Lions Club Name: \_\_\_\_\_

Current Lions Title: \_\_\_\_\_ Highest position held in Lions Clubs: \_\_\_\_\_

Select Preferred Language(s) of Instruction: ☐ English ☐ Swedish ☐ Finnish ☐ Portuguese

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.

## Part 2: 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	Most Recent Year Conducted	Total Times Conducted
<input type="checkbox"/> International First Vice District Governor / District Governors-Elect Seminar (FVDG/DGE Group Leader)	<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"/>	_____	_____

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?

#### **Part 5: Additional Information (If not completing electronically, use additional sheets as necessary.).**

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

## Part 6: Applicant Acknowledgement

**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