



**PROCESS DESCRIPTION AND LOG**      *Submit online by 11:59pm Chicago Time on December 20, 2017*

PURPOSE OF THE CASE-IN-POINT CERTIFICATION:

1. Celebrate completion of 50 hours of practice- and assessment-based professional training in the Case-in-Point method, in alignment with the KLC principles and competencies.
2. Provide rigorous training and structured support for learning and practicing Case-in-Point.
3. Promote adaptive approaches to leadership development in classrooms and with teams.
4. Set standards of excellence for Case-in-Point teaching to protect and serve consumers of leadership development services.

Requirement	Details	Process and Timeframe	Log
Achieve Kansas Leadership Center Level 1 Certificate OR permission of the program chair.	Demonstrates high level of understanding of leadership principles and competencies.	Must complete prior to 1st day of CIP training.	Completed prior to the 1st day of CIP training at KLC.
5 days (35 hours) of classroom training in Case-in-Point	<p>COURSE OBJECTIVES:</p> <ol style="list-style-type: none"> <li>1. Understand the purpose and variety of uses for Case-in-Point.</li> <li>2. Develop essential skills and capacities for using Case-in-Point.</li> <li>3. Build capacity to manage self during Case-in-Point.</li> <li>4. Fully participate in a teaching team that uses the CIP method – from planning to delivery and assessment.</li> <li>5. Bring full selves – body, mind, heart – to the work of leadership and development.</li> </ol>	Please reflect on your classroom experience using the handbook provided upon registration.	Dates of classroom training in CIP:
Written knowledge assessment.	10 short-answer and multiple choice questions. Based on CIP chapter in Teaching Leadership by Chris Green and Julia Fabris McBride; Certification Assessment Criteria and Explanation in the CIP handbook received at registration; and classroom discussions. Must answer 80% correctly to pass.	Submit online by 11:59pm Chicago Time on August 15 (approximately 45 days after classroom training). One opportunity to resubmit. Applicants have 30 days to resubmit.	<p>Name of assessor:</p> <p>Date successfully submitted:</p> <p>Score:</p>
4 hours of virtual group mentoring.	KLC-hosted online sessions with mentor to continue learning and debrief experiences outlined above.	Four 60 minute webchats starting two-weeks after classroom training.	<p>Dates of sessions:</p> <ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> <li>4.</li> </ol>

Requirement	Details	Process and Timeframe	Log
Minimum 15 hours of additional mentoring, observation of experienced practitioners and real-time practice of CIP in a classroom or team setting.	For the purpose of developing proficiency with session design and developing expertise in delivery. In context determined by the applicant. At least 10 of those hours must involve applicant using CIP method to develop leadership capacity in others. <ul style="list-style-type: none"> <li>• KLC mentors are available to provide input on session design.</li> <li>• KLC recommends that at least 3 of those hours be observed by an experienced CIP practitioner in KLC's Lead for Change or another setting approved by KLC staff.</li> <li>• KLC encourages partnering with another member of your Case-in-Point Intensive cohort.</li> <li>• 5 of those hours may be accomplished virtually, or by watching videos.</li> </ul>	Logged by the applicant.	Date, Event title or description, number of hours, Key learning, person shadowed (if applicable)
Final written reflection.	Self-assessment of progress and ability to effectively use the CIP method – based on criteria provided. Reflection on future learning and practice goals and aspirations for using CIP to develop leadership capacity in others. Review and response by a KLC mentor. Reviewer may request additional reflection.	Submit online by 11:59pm Chicago Time on Monday February 6, 2017. Applicants have 10 days to respond to reviewer requests.	Date successfully submitted:  Name of reviewer:  Please submit this log with your Final written reflection.

*By signing and submitting this log, I confirm my full participation in the Case-in-Point certification activities logged above, and my intention to continue my professional development and contributions to the field of leadership development.*

Name of Applicant \_\_\_\_\_ City/State/Country \_\_\_\_\_

Phone \_\_\_\_\_ Email address \_\_\_\_\_

Applicant signature \_\_\_\_\_ Date log submitted \_\_\_\_\_

Name of KLC staff reviewer \_\_\_\_\_

Signature \_\_\_\_\_ Date of review \_\_\_\_\_

Has the applicant meet all of the requirements for a Kansas Leadership Center Level 2 Certificate – *Case-in-Point*?

Yes – Congratulations!

Not yet – Please see comments in accompanying email.