



**PROCESS DESCRIPTION AND LOG**

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
<p><b>Achieve Kansas Leadership Center Level 1 Certificate</b> OR permission of the program chair.</p>	<p>Demonstrates high level of understanding of leadership principles and competencies.</p>	<p>Must complete prior to 1st day of CIP training.</p>	<p>Completed prior to the 1st day of CIP training at KLC.</p>
<p><b>5 days (35 hours) of classroom training in Case-in-Point.</b></p>	<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>	<p>Please reflect on your classroom experience using the handbook provided upon registration.</p>	<p>Dates of classroom training in CIP:</p>
<p><b>Written knowledge assessment.</b></p>	<p>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.</p>	<p>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>	<p>Name of assessor:</p> <p>Date successfully submitted:</p> <p>Score:</p>
<p><b>4 hours of virtual group mentoring.</b></p>	<p>KLC-hosted online sessions with mentor to continue learning and debrief experiences outlined above.</p>	<p>Four 60 minute webchats starting two-weeks after classroom training.</p> <p>Dates TBD.</p>	<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
<b>Minimum 11 hours of additional mentoring, observation of experienced practitioners and real-time practice of CIP in a classroom or team setting.</b>	For the purpose of developing proficiency with session design and developing expertise in delivery. In context determined by the applicant. At least 6 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)
<b>Final written reflection.</b>	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 Wednesday, December 20, 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.

**Submit online by 11:59pm Chicago Time on December 20, 2017**

*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 \_\_\_\_\_ Address certificate to be sent \_\_\_\_\_

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.