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**Renewal LEVEL 2 – Applicant’s Checklist Cover Sheet**

Learning Center Leadership Certification

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| --- | --- | --- | --- |
| **Name** |  | **Title** |  |
| **Institution** |  |
| **Address** |  |
| **City** |  | **State** |  | **Zip** |  |
| **Phone** |  | **Fax** |  | **E-mail** |  |

This is the checklist you will need to complete for your RENEWAL application for LEVEL 2 Learning Center Leadership Certification. Please provide a brief description of the new and/or additional information that you are including to support the criteria listed below. Use the tab labels listed below as you assemble your packet to provide reviewers with quick reference to your supporting documentation.

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| --- | --- | --- |
| **Level 2 Criteria** | **Description of Supporting Documentation** | **Tab** |
| **Demonstrate understanding of the fundamentals of learning assistance through completing one of the following: You may not use the same documentation submitted for previous applications.** | *Pick one or more of the options below to rate and tab accordingly. Place N/A for the areas not to be evaluated.* |
| Some graduate coursework (undergraduate coursework is not acceptable for Level 2). Documentation must be either:* Academic transcript or
* Letter from instructor/department/online service if audited/non-credit course.
 |  | **A** |
| Continued professional growth through giving at least 2 professional presentations at the local, regional (more than one institution’s staff in attendance), or national level learning assistance conferences with no more than 1 at the local/institutional levels. * Local/institutional level includes providing in-service training in your department or as part of orientation to faculty or student tutors/peers/etc.
* Document your presentations by providing a copy of presentation/handouts or listing of topic, and date of presentation. Screenshots of conference website schedule or digital guidebook are acceptable.
 |  | **B** |
| Participation in committee work at your institution and/or at your state or regional level. Documentation required is either:* Included in at least one of your letters of recommendation **OR**
* A separate letter from the person(s) overseeing the committee’s work.
 |  | **C** |
| Attendance at one or more national learning assistance conferences or online training. Documentation required: * Registration receipt
* Website link or copy of program cover page including title, date, and location of conference
* Listing of the presentations attended – you may want to copy the program and highlight the sessions you attended. Screenshots of digital guidebook or conference website schedule are acceptable.
 |  | **D** |
| Receipt of training in one of these areas:* Supervision; Team building; Data collection; Report writing; Program advertising

This can be part of a shadowing or mentoring effort at your or another institution or it could be a more formalized course of instruction documented by the individual or organization providing the trainingDocumentation required:* Certificate of completion or letter from trainer.
 |  | **E** |
| **Any Additional Comments by Applicant:** |

Please respond to the following questions:

1. I am a current NCLCA member in good standing \_\_ Yes \_\_ No
2. The invoice # is \_\_\_\_ and will be paid via \_\_\_ Check, \_\_\_ PayPal, \_\_\_ Online Store
3. For informational purposes, I authorize NCLCA to publish (in electronic and print formats) my name, level of certification, and other pertinent data related to NCLCA certification.

Signature Date

Revised 2/18/2021 by J. Haley