**LEARNING CENTER**

**LEADERSHIP CERTIFICATION**

**APPLICATION INSTRUCTIONS**

Revised 11/09/2020

The National College Learning Center Association (NCLCA) is an organization of professionals dedicated to promoting excellence among learning center personnel. The mission of NCLCA is to and services to enhance student learning at the post-secondary level. This support includes the following:

* Promoting professional standards in the areas of administration and management; program and curriculum design, evaluation, and research;
* Acting on learning assistance issues at local, regional, and national levels;
* Assisting in the creation of new and enhancement of existing learning centers and programs;

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**www.nclca.org**

* Providing opportunities for professional development, networking, and idea exchange through conferences, workshops, institutes and publications;
* Coordinating efforts with related professional associations; and
* Offering forums for celebrating and respecting the profession.

**PURPOSE**

The purpose of the Learning Center Leadership Certification (LCLC) is to give individual learning assistance professionals in post-secondary (higher) education a nationally recognized credential and set of standards by which to foster their future growth and development. Certification is available for all learning assistance professionals from center directors to part-time staff and faculty. Focusing on evolving levels of practice, training, self-reflection, service, and evaluation, the four levels of certification offer novice to highly experienced learning assistance professionals the opportunity to further their expertise and knowledge.

**THE DEFINITION OF LEARNING ASSISTANCE**

The National College Learning Center Association (NCLCA) defines a **learning center** at institutions of higher education as interactive academic spaces which exist to reinforce and extend student learning in physical and/or virtual environments. A variety of comprehensive support services and programs are offered in these environments to enhance student academic success, retention, and graduation through applying the best practices of student learning theory and addressing student-learning needs from multiple pedagogical perspectives. Staffed by professionals, paraprofessionals, faculty, and/or trained student educators, learning centers are designed to reinforce the holistic academic growth of students by fostering critical thinking, metacognitive development, and academic and personal success.

**QUALIFICATIONS**

**To qualify for LCLC, you should be able to demonstrate work experience in learning assistance as being the primary purpose of your job:**

* Academic support services and programs offered in academic spaces which reinforce and extend student learning.
* Programming that enhances academic success, retention, and graduation through applying best practices of student learning theory and addresses learning needs from multiple pedagogical purposes.
* Typical qualifications for LCLC include full-time learning center staff such as director, coordinator, learning specialist, etc.
* Work such as a faculty person or academic advisor may qualify only if learning assistance duties were the primary purpose of your job, such as hiring, training, scheduling, and evaluating academic support staff and programming and/or designing programming such as tutoring, Supplemental Instruction, academic coaching, teaching a peer tutoring or study skills course, etc.
* Part-time work:
* Two years of undergraduate work as tutor, Supplemental Instruction Leader, Academic Coach, etc., may count toward ONE year of work experience for Level 1 only.
* Only two years undergraduate experience (converting to one year experience) may be used in this way.
* Please note: if you apply for Level 2 in the future, you will need 3-5 years full-time experience (this part-time work will not count).

* Two years of work as a graduate assistant or a post-undergraduate part-time employee (minimum of 20 hours per week) in a learning center may count toward ONE year of work experience for Levels 1-2 only.
* Only two years graduate or part-time work (converting to one year experience) may be used in this way.
* Please note: if you apply for Level 3 or 4 in the future, you will need 6-10 years (Level 3) or 11 or more years (Level 4) full-time experience (this part-time work will not count).

**GOALS & BENEFITS**

This certification provides validation of individuals’ expertise in the field of learning assistance through external and objective review. The program is flexible and designed to meet the different career paths and goals of learning assistance professionals. Besides providing a standard of credentialing and continuing professional development, certification can be used by learning center directors and learning assistance professionals as rewards and incentives for better performance appraisals and as part of benchmarking the attainment of staff members in reports to their institutions.

The goals and benefits of the learning center leadership certification program:

* + Provide a comprehensive array of professional development opportunities for learning assistance professionals at all levels of educational and work-related experiences, while simultaneously encouraging these professionals to continue to develop professionally;
	+ Establish standards and credentialing to make learning assistance professionals more professionally grounded in best practices and applicable theories; and
	+ Recognize the achievements of learning assistance professionals who seek to advance their professional knowledge and expertise.

The program is flexible and designed to meet the varied career paths, institutional realities, and goals of learning assistance professionals in higher education.

**CERTIFICATION POLICIES & APPLICATION PROCEDURES**

* All certification packets must include the submission of the appropriate documentation as outlined in the specific level’s checklist cover sheet. The appropriate fee and cover sheet must also accompany the application packet. Please create invoice prior to beginning your application as you will need to include that number and help us track applications. It does not commit you to any payment at the outset, however payment is required to be submitted prior to application submission.
* Each level of certification is valid for no longer than 2 years or the completion of next level of certification (whichever comes first). The exception to this policy is the lifetime certification at Level 4. Renewal is available upon submission of documentation of continued growth and participation in additional professional development opportunities up to LEVEL 4. Renewals are good for 5 years.
* Level 4 certification is a lifetime certification option with a one-time fee.
* A review committee of at least two members composed of currently certified NCLCA members reviews the packets for consideration. Criteria come from the standards outlined in the individual Levels of Certification and are rated according to whether or not the applicant’s package demonstrates meeting the standards for the submitted level of certification. Applicants can submit additional information at the request of the evaluators to further explain or enhance their packet. Packets receiving a “does not meet the standard” on any of the main criteria for the level will be asked to revise and resubmit.
* Review of packets is ongoing, Notification of receipt of packet will occur within two weeks of receipt. This notification will include an estimated timeline for review and response to packet either for granting certification or asking for clarification.

**Fees**

*Fees cover the distribution costs of application materials, certification notification, reviewer support, and awards.*

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| --- | --- |
| Certification Level |  |
| *Initial*(2 year) | *Renewal*(5 year) |
| Level 1 | $50 | $50 |
| Level 2 | $75 | $75 |
| Level 3 | $100 | $100 |
| Level 4 - Lifetime Certification | $250 One-time fee |

**Payment options**

**1. Create** [Invoice](https://nclca.wildapricot.org/event-2470587%20) **and enclose with check made out to NCLCA to the NCLCA** [Treasurer](https://nclca.wildapricot.org/contact%20)

**2. Create** [Invoice](https://nclca.wildapricot.org/event-2470587%20) **and use the PayPal at completion. You do not need a PayPal account, and no processing fee is charged. Payments through PayPal are made with a credit card, debit card, or a direct link to a banking account.**

**3. Create** [Invoice](https://nclca.wildapricot.org/event-2470587%20) **and pay using Square at:** [NCLCA Online Store - Certification](https://squareup.com/store/nclca/item/lclc-lvl-2)

**Renewal Guidelines**

* **Certification for Levels 1-3 is valid for two years**, beginning on the date of certification and extending through December 31 of the second year of certification. For example, if you are certified at Level 2 on May 18, 2018, your certification is good through December 31, 2020.
* Renewal applications must follow guidelines as outlined in the instructions above. Renewal is not necessary for Level 4 as it is a Lifetime Certification.
* Renewal applications must be postmarked by the 31st of December of the year that certification is to be renewed.
* Certifications for which renewal applications are late or not submitted will be considered expired.
* Individuals with expired certifications must seek re-certification by submitting a new and complete application packet. Work submitted for initial certification or previous renewal will not be considered for re-certification.

**CONTACT INFORMATION**

The Initial or Renewal Certification will be recognized by a certificate from NCLCA with an accompanying letter from the NCLCA President and Certification Chair. Additionally, once granted certification, the individual can elect to or reject having his/her accomplishments acknowledged in the NCLCA Newsletter and in the annual conference program.

**If you have questions about the initial or renewal certification process,**

**please contact the following chairperson:**

**Dr. Jennifer Haley**

**Certified Learning Center Professional – Level 4**

**NCLCA Past President**

**CLADEA Vice Chair**

**765-285-1008**

jhaley@bsu.edu

All applicants should submit materials electronically: please follow the instructions on the website.