**LEARNING CENTER**

**LEADERSHIP CERTIFICATION**

**MASTER APPLICATION**

Revised 4/17/2019

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;

**CERTIFICATION PROGRAM CONTENTS**

Purpose

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Definition of Learning Assistance

Certification Policies & Application Procedures

Contact Information

Levels of Certification

**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**

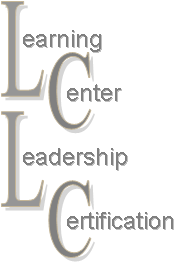
The National College Learning Center Association (NCLCA) defines a **learning center** at institutions of higher education as interactive academic spaces which exist to reinforce and extend student learning in physical and/or virtual environments. A variety of comprehensive support services and programs 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.

**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 positions include learning center staff, tutors, SI leaders, peer mentors, and academic coaches. Experience as a faculty or academic advisor is not likely to qualify unless the majority of your position deals with academic support services programming (tutoring, Supplemental Instruction, academic coaching, teaching a peer tutoring or study skills course, etc.).

**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.*

|  |  |  |
| --- | --- | --- |
| 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**

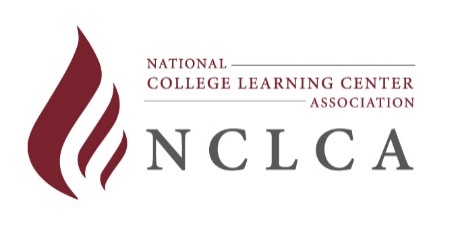
**NCLCA Past President**

**CLADEA Vice Chair**

**765-285-1008**

[jhaley@bsu.edu](mailto:jhaley@bsu.edu)

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

**IAL**

**INITIAL: LEVEL 1 – Applicant’s Checklist Cover Sheet**

**Learning Center Leadership Certification Program**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Name** |  | | | **Title** |  | | |
| **Institution** |  | | | | | | |
| **A****ddress** |  | | | | | | |
| **City** |  | **State** |  | | | **Zip** |  |
| **Phone** |  | **Fax** |  | | | **E-mail** |  |
| Please provide contact information for other individual(s) who should receive notification upon awarding of certification.  If there are more than two, please provide information on an additional sheet. | | | | | | | |
| **Name** |  | | | **Title** |  | | |
| **E-mail** |  | | | | | | |
| **Name** |  | | | **Title** |  | | |
| **E-mail** |  | | | | | | |

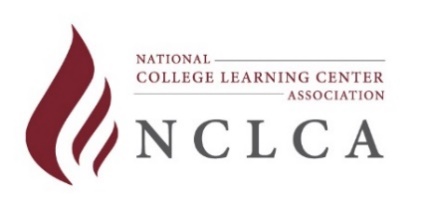
This is the checklist to complete for your application for LEVEL 1 Learning Center Leadership Certification. Please provide a brief description of the information you are including to support the criteria listed below. Use the Appendix labels listed below as you assemble your application packet to provide reviewers with quick reference to your supporting documentation.

|  |  |  |
| --- | --- | --- |
| **Level 1 Base Criteria (you must meet all of these)** | **Description of**  **Supporting Documentation** | **Appendix** |
| **Completion of a Bachelor’s Degree supported by transcripts.**   * Official transcripts are required (photocopies acceptable). * Grade reports are unacceptable. |  | **A** |
| **Work Experience:** 1-3 years’ work experience in post-secondary (higher) education learning assistance. Please refer to first page of the master application to see if you qualify.  Documentation must be:   * 2 letters of recommendation, or * 2 separate performance appraisals, or * One letter and one performance appraisal. * Be sure to include sufficient documentation to prove total years of experience. * **Letters must be signed and on letterhead (**photocopies accepted). |  | **B** |
| **Development of a personalized learning assistance position statement.**  Criteria for position statement:   * 1-2 pages * Address your beliefs about learning assistance at your institution and/or the field at large |  | **C** |
| **Development of a professional development plan.**  Professional development plan criteria:   * 1-2 pages outlining what you want to accomplish in the learning assistance field * Areas of focus * Vendors for professional development   + Your institution, your region/state, the Web, NCLCA, other professional organizations and/or the field at large. |  | **D** |
| **Level One Choice Criteria (choose one of these)** | *Pick 1 of the 2 options below.*  *Place N/A if not applicable for the area not evaluated* | |
| **Attendance at an applicable regional or national learning assistance conference/institute.**  Items to include:   * 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 |  | **E** |
| **Coursework in student development, learning assistance, developmental education, curriculum design, etc. Coursework can include:**   * Tutor/peer training at the undergraduate level * At least one course in student development, learning assistance, developmental education, curriculum design, etc.   + Documented by academic transcript **OR** letter from instructor/department/ online service if audited/non-credit course. |  | **F** |
| **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 was 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

**INITIAL: LEVEL 2 – Applicant’s Checklist Cover Sheet**

**Learning Center Leadership Certification Program**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Name** |  | | | **Title** |  | | |
| **Institution** |  | | | | | | |
| **Address** |  | | | | | | |
| **City** |  | **State** |  | | | **Zip** |  |
| **Phone** |  | **Fax** |  | | | **E-mail** |  |
| Please provide contact information for other individual(s) who should receive notification upon awarding of certification.  If there are more than two, please provide information on an additional sheet. | | | | | | | |
| **Name** |  | | | **Title** |  | | |
| **E-mail** |  | | | | | | |
| **Name** |  | | | **Title** |  | | |
| **E-mail** |  | | | | | | |

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

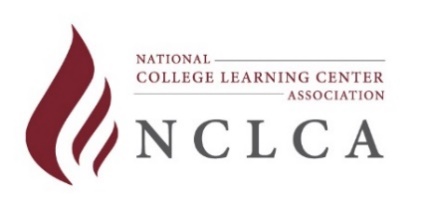
|  |  |  |
| --- | --- | --- |
| **Level 2 Base Criteria (you must meet all of these)** | **Description of Supporting Documentation** | **Appendix** |
| **Completion of a Bachelor’s Degree supported by transcripts.**   * Official transcripts are required (photocopies acceptable). * **Grade reports are unacceptable**. |  | **A** |
| **Work experience:**  3-5 years’ work experience in post-secondary (higher) education learning assistance. Please refer to first page of the master application to see if you qualify.  Documentation must be:   * 2 letters of recommendation, or * 2 separate performance appraisals, or * One letter and one performance appraisal.   Include sufficient documentation to prove total years of experience. **Letters must be signed and on letterhead** (photocopies accepted). |  | **B** |
| **Development of a personalized learning assistance position statement.**  Criteria for position statement:   * 1-2 pages * Address your beliefs about learning assistance at your institution and/or the field at large |  | **C** |
| **Development of a professional development plan.**  Professional development plan criteria:   * 1-2 pages outlining what you want to accomplish in the learning assistance field * Areas of focus * Vendors for professional development   + Your institution, your region/state, the Web, NCLCA, other professional organizations and/or the field at large. |  | **D** |
| **Copy of current resume/curriculum vitae** |  | **E** |

|  |  |  |
| --- | --- | --- |
| **Level 2 Choice Criteria (choose two of these)** | **Description of Supporting Documentation** | **Appendix** |
| Demonstrate understanding of the fundamentals of learning assistance through completing 2 or more of the following:  NOTE: If you are already certified at Level 1, you may not use the same experiences to attain Level 2 certification. New experiences/qualifications must be documented. | **Pick 2 of the 5 options below.**  Place N/A if not applicable for the area not to be evaluated.  Label your first area of qualification as F and your second area as G | |
| **Some graduate coursework** (undergraduate coursework is not acceptable for Level 2). Acceptable documentation:   * Academic transcript **OR** Letter from instructor/department/online service if audited/non-credit course. |  | **F or G** |
| **Continued professional growth.** This can be demonstrated through:   * Giving **at least two** professional presentations at the local, regional (more than one institution’s staff in attendance), or national-level learning assistance conference.   + These presentations must be unique presentations (not the same presentation at two or more conferences).   + No more than one 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.   Documentation required:   * Copy of presentation/handouts or listing of topic (as listed in the program) * Copy of the front page of the program AND the page in the program where your presentation appears. |  | **F or G** |
| **Participation in committee work** at your institution and/or at your state or regional level.  Documentation required:   * Included in at least one of your letters of recommendation (place a second copy of this letter under this appendix) **OR** * A separate letter from the person(s) overseeing the committee’s work. |  | **F or G** |
| **Attendance at one or more learning assistance national 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 |  | **F or G** |
| **Receipt of training applicable to learning assistance.** This could be a shadowing or mentoring effort at your or another institution, or it could be a more formalized course of instruction or certification program, documented by the individual or organization providing training. Training topics could include:   * Supervision * Team building * Report writing * Other relevant topics   Documentation required:   * An explanation of the relevance of the training to your professional development in the field of learning assistance. * A transcript, certificate, or letter from the instructor or supervisor indicating the training that has been received. |  | **F or G** |
| **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 was 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

**INITIAL: LEVEL 3 – Applicant’s Checklist Cover Sheet**

**Learning Center Leadership Certification Program**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Name** |  | | | **Title** |  | | |
| **Institution** |  | | | | | | |
| **Address** |  | | | | | | |
| **City** |  | **State** |  | | | **Zip** |  |
| **Phone** |  | **Fax** |  | | | **E-mail** |  |
| Please provide contact information for other individual(s) who should receive notification upon awarding of certification.  If there are more than two, please provide information on an additional sheet. | | | | | | | |
| **Name** |  | | | **Title** |  | | |
| **E-mail** |  | | | | | | |
| **Name** |  | | | **Title** |  | | |
| **E-mail** |  | | | | | | |

This sheet is the checklist you will need to complete for your application for LEVEL 3 Learning Center Leadership Certification. Please provide a brief description of the information you are including to support the criteria listed below. Use the Appendix labels listed below as you assemble your application packet to provide reviewers with quick reference to your supporting documentation.

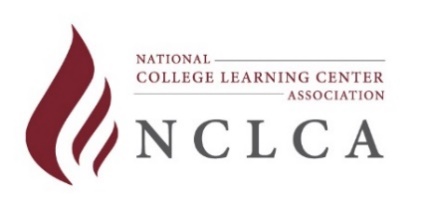
|  |  |  |
| --- | --- | --- |
| **Level 3 Base Criteria (you must meet all of these)** | **Description of**  **Supporting Documentation** | **Appendix** |
| **Completion of a Master’s Degree** (supported by transcripts). Official transcripts are required (photocopies acceptable). Grade reports are unacceptable. |  | **A** |
| **Work experience**: 6-10 years’ work experience in post-secondary (higher) education learning assistance. Please refer to first page of the master application to see if you qualify.  Documentation must be:   * 2 letters of recommendation, or * 2 separate performance appraisals, or * One letter and one performance appraisal.   Include sufficient documentation to prove total years of experience. Letters must be signed and on letterhead (photocopies accepted). |  | **B** |
| **Development of a personalized learning assistance position statement** of 1-2 pages outlining your beliefs about learning assistance at your institution and/or the field at large. (If you prepared one for a previous level of LCLC, please revise it to reflect your additional years of experience). |  | **C** |
| **Development of a professional development plan for both yourself AND your staff (full-time and/or student staff)** of 2-4 pages outlining what you want to accomplish as you delve deeper into the opportunities available to you via your institution, your region/state, NCLCA, other professional organizations and/or the field at large. Be sure to include a plan for your staff as well as yourself. |  | **D** |
| **Service to the profession in the last 5 years through one of the following:**  **1. Presentations:**  Giving 4 or more learning assistance conference presentations at the local (no more than 1 at the local level), regional and/or national levels. Two of these presentation must indicate you as the primary presenter.  Documentation required:   * Copy of presentation/handouts or listing of topic (as listed in the program) * Copy of the front page of the program AND the page in the program where your presentation appears.   **2. Service:**   * Committee/executive board work at your institution, regional and/or national levels (documented by other members or the chair of the committee – can be documented as part of the letters of recommendation or as a separate letter); or   **3. NCLCA Leadership:**   * NCLCA Committee and/or Executive Board membership. |  | **E** |
| Copy of your current resume/curriculum vitae. |  | **F** |

|  |  |  |
| --- | --- | --- |
| **Level 3 Choice Criteria (choose two of these; some must be within last five years)** | **Description of Supporting Documentation** | **Appendix** |
| Demonstrate understanding of the fundamentals of learning assistance through completing two or more of the following within the last 5 years:  NOTE: If you are already certified at Level 2, you may not use the same experiences to attain Level 3 certification. New experiences/qualifications must be documented. | *Pick 2 of the 4 options below to rate.*  *Place N/A if not applicable for the area not to be evaluated. Label your first area of qualification as G and your second area as H* | |
| **Progress towards terminal degree**, documented by academic transcripts.   * Time limit: within the last five years   **OR**  **Completion of a terminal degree**   * Time frame: none |  | **G or H** |
| **Publication of an article related to learning assistance** in a professional association’s journal, website publication, or newsletter. Include copy of article and citation within the last five years.   * Time frame: within the last five years |  | **G or H** |
| **High-level presentation**: Lead presenter at an NCLCA or other learning assistance professional organization’s national conference as a Pre/Post-Con, Featured Speaker, or Institute Mentor (note: this does not include a concurrent or poster session.)   * Time frame: within the last five years |  | **G or H** |
| **Report writing**: demonstrated report writing and conducting of learning assistance research/evaluation for institutional use or at higher levels. Include copy of a sample report. You should be listed as the primary author.   * Time frame: within the last five years |  | **G or H** |
| **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 was 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

**LEVEL 4 – Applicant’s Checklist Cover Sheet**

**Level 4 LIFETIME CERTIFICATION**

**Applicant’s Checklist Cover Sheet**

**Learning Center Leadership Certification Program**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Name** |  | | | **Title** |  | | |
| **Institution** |  | | | | | | |
| **Address** |  | | | | | | |
| **City** |  | **State** |  | | | **Zip** |  |
| **Phone** |  | **Fax** |  | | | **E-mail** |  |
| Please provide contact information for other individual(s) who should receive notification upon awarding of certification.  If there are more than two, please provide information on an additional sheet. | | | | | | | |
| **Name** |  | | | **Title** |  | | |
| **E-mail** |  | | | | | | |
| **Name** |  | | | **Title** |  | | |
| **E-mail** |  | | | | | | |

This sheet is the checklist you will need to complete for your application for LEVEL 4 - Lifetime Learning Center Leadership Certification. Please provide a brief description of the information you are including to support the criteria listed below. Use the Appendix labels listed below as you assemble your application packet to provide reviewers with quick reference to your supporting documentation.

|  |  |  |
| --- | --- | --- |
| **Level 4 Base Criteria (you must meet all of these)** | **Description of Supporting Documentation** | **Appendix** |
| **Completion of a Master’s Degree** (supported by transcripts). Official transcripts are required (photocopies acceptable). Grade reports are unacceptable. |  | **A** |
| **Work experience**: 11+ years’ work experience in post-secondary (higher) education learning assistance. Please refer to first page of the master application to see if you qualify. Documentation must be:   * 3 letters of recommendation, or * 3 separate performance appraisals, or * Two letters and one performance appraisal, or * One letter and two performance appraisals, or * If you have been retired for two or more years, you may provide a letter from the Human Resources office(s) of your former place(s) of employment documenting your employment in learning assistance for 11 or more years.  Letter must be signed and on letterhead.   Include sufficient documentation to prove total years of experience. Letters must be signed and on letterhead (photocopies accepted). |  | **B** |
| **Development of a personalized learning assistance position statement** of 1-2 pages outlining your beliefs about learning assistance at your institution and/or the field at large. (If you prepared one for a previous level of LCLC, please revise it to reflect your additional years of experience). |  | **C** |
| **Development of a professional development plan for both yourself and your staff (full-time and/or student staff)** of 2-4 pages outlining what you want to accomplish as you delve deeper into the opportunities available to you via your institution, your region/state, NCLCA, other professional organizations and/or the field at large. (If you prepared one for a previous level of LCLC, please revise it to reflect your additional years of experience). |  | **D** |
| **Contribution to the field in the last 5 years** through giving 4 or more learning assistance conference presentations (concurrent or poster) at the local (no more than 1 at the local level), regional and/or national levels. For three of these presentations, you must have been a primary presenter. These presentations should be unique (not the same presentation at several different conferences).  Documentation required:   * Copy of presentation/handouts or listing of topic (as listed in the program) * Copy of the front page of the program AND the page in the program where your presentation appears. |  | **E** |
| **Copy of your current resume/curriculum vitae.** |  | **F** |
| **Level 4 Choice Criteria (choose three of these)** | **Description of Supporting Documentation** | **Appendix** |
| Demonstrate understanding of the fundamentals of learning assistance through completing three or more of the following within the time frame indicated for each standard:  NOTE: If you are already certified at Level 3, you may not use the same experiences to attain Level 4 certification. New experiences/qualifications must be documented. | Pick 3 of the 5 options below to rate.  Place N/A if not applicable for the area not to be evaluated. Label your first area of qualification as G, your second area as H, and your third area as I. | |
| **Progress towards a terminal degree**  documented by academic transcripts.   * Time limit: within the last five years   **OR**  **Completion of a terminal degree**   * Time frame: none |  | **G, H or I** |
| **Service to the profession through NCLCA Executive Board, NCLCA affiliate board, CLADEA sister organization executive board, or other related position of leadership.**   * Time frame: none |  | **G, H or I** |
| **Demonstration of scholarly pursuits in the field of learning assistance** through work as an editor and/or author of three or more articles in a professional association’s journal, website, monograph, or newsletter (articles must be of a scholarly nature). At least one article must be presented in a peer-reviewed publication.  Note: a dissertation does NOT meet this criteria unless it has been published by a professional association. Listing in a database such as ProQuest (this includes state-wide databases), even with an ISBN number, does not qualify it as a published piece.   * Time frame: within the last five years |  | **G, H or I** |
| **High-level presentation**: Primary presenter at an NCLCA or other learning assistance professional organization’s national conference as a Pre/Post-Con, Featured Speaker, or Institute Mentor (note: this does not include a concurrent or poster session.)   * Time frame: within the last five years |  | **G, H or I** |
| **Report writing**: demonstrated report writing and conducting of learning assistance research/evaluation for institutional use or at higher levels. Include copy of a sample report. You should be listed as the primary author.   * Time frame: within the last five years |  | **G, H or I** |
| **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 was 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