**INITIAL: 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** |  |
| 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 cover sheet 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.**

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| **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 application instructions to see if you qualify.  Documentation must be:   * 2 letters of recommendation, or * 2 separate performance appraisals, or * One letter and one performance appraisal. * Letters and appraisals must 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:   * 500 words, double-spaced * Address your beliefs about learning assistance at your institution and/or the field at large. * Cite any research you discuss. |  | **C** |
| **Development of a professional development plan.**  Professional development plan criteria:   * 500 words, double-spaced * Address what you want to accomplish in the learning assistance field and your plan for accomplishing your goals. * Avenues 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** |

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| **Level 2 Choice Criteria (choose only 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). Documentation required:   * 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. Screenshots from conference website or digital guidebook are acceptable. |  | **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 –copy the program pages and highlight the sessions you attended. Screenshots from conference website or digital guidebooks are acceptable. |  | **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

Revised 2/18/2021 by J. Haley