



Guidelines for the JCI University Certification Program and Trainers Certification

In order for JCI to fulfill its Mission and provide opportunities for young people, its officers at all levels must perform their duties and responsibilities at the highest levels.

To train the members, and local and national officers, the JCI University created a **Trainers Certification Program**. Through this program, JCI trainers have the opportunity to become certified to conduct the many JCI endorsed and official training courses.

THE CERTIFICATION COMMISSION

The JCI University operates on the philosophy that training, as any other JCI service or entity, must be effective and responsive to the individual member.

With this in mind, JCI created the JCI University Certification Commission, composed of individual members representing each geographical Area of JCI.

The Commission, appointed by the JCI President, reviews and approves applications to the JCI University, establishes and monitors certification requirements, periodically analyses and evaluates course materials, ensures that established training standards are maintained, and provides the motivational and creative impetus required to drive JCI training to the forefront of adult learning.

THE CERTIFICATION PROGRAM

To guide trainers along the path of excellence, the JCI University has established a Certification Program – a road map to achievement in the field of training.

The program provides incentives and opportunities for members to improve their technical skills through specialized training, career development programs, and active participation in training efforts in the field.

JCI members are encouraged to seek advanced certification after successfully completing the **JCI Trainer** course (or **JCI Prime** in 2007).

But the commitment to achievement does not end with the first course. There are five levels of training achievements that can be reached by every member in JCI.

JCI Trainer

The first step in the long journey to become a top trainer in JCI is to acquire the necessary speaking and presentation skills by attending **JCI Speaker** and **JCI Presenter**. To qualify for **JCI Trainer** one must first graduate from **JCI Presenter**.

With newly learned presentation skills, **JCI Trainers** are equipped to offer their local organizations a wide range of training sessions available from JCI.

Certification will be automatic after graduating from **JCI Trainer**. No further application is needed.

CERTIFIED LOCAL TRAINER (CLT)

A **JCI Trainer** seeking admission to the Training Institute at level 2 – Certified Local Trainer (CLT) – is required to:

- A. Graduate from a **JCI Trainer** course.
- B. After graduating from **JCI Trainer**, complete 25 hours of training at the local level or higher, and register those 25 hours at the JCI website (www.jci.cc).

The JCI University will confirm certification as early as 25 hours after the information regarding the training hours is completed in the online database.

CLTs will continue conducting training at the local level or higher until they complete the total hours to attend a **JCI Designer** course.

CERTIFIED NATIONAL TRAINER (CNT)

A CLT seeking certification at level 3 – Certified National Trainer (CNT) – is required to:

- A. After becoming a CLT, offer 25 additional hours of training at the local level or higher outside his or her own local organization,.
- B. After fulfilling item A, attend and graduate from a **JCI Designer** course.

Certification will be automatic after graduating from a **JCI Designer** course. No further application is needed.

CNTs have the opportunity to make even more meaningful contributions to JCI by providing regional and national training, and developing new training courses.

INTERNATIONAL GRADUATE (IG)

A CNT seeking certification at level 4 – International Graduate (IG) – is required to:

- A. Conduct a minimum of three different training sessions for a total of at least 25 hours of training at

the international level, outside his or her national organization or country.

- B. Submit the Trainer Observation form online completed by a CNT or higher.
- C. Design and submit an original one-hour training course, with full rights to JCI. It must have been conducted by at least two other trainers, who are CLT or higher, and must submit the Course Evaluation form online. The training course must be designed using the official JCI Training Course Templates and include:
 - a. Trainer's notes
 - b. Participants' handouts
 - c. PowerPoint slides

Achieving IG level certification is a mark of distinction and personal and professional excellence in adult learning. IGs are trainers who are willing to go the extra distance to help their peers to become stronger leaders, more dynamic trainers, and more effective managers.

NATIONAL GRADUATE (NG)

CNTs may apply for National Graduate (NG) certification if they come from very large national organizations, live in countries from which is difficult to travel abroad, or their national language is not spoken elsewhere. Requirements include to:

- A. Conduct a minimum of three different training sessions for a total of at least 25 hours at the national, regional or state level.
- B. Submit the Trainer Observation form online completed by a CNT or higher.
- C. Design and submit an original one-hour training course, with full rights to the national organization. It must have been conducted by at least two other trainers, who are CLT or higher and must submit the Course Evaluation form online. The training course must be designed using the official JCI Training Course Templates and include:
 - a. Trainer's notes
 - b. Participants' hand-outs
 - c. PowerPoint slides

NGs may not apply for ITF before becoming IGs. To become IGs they must complete all IG requirements.

INTERNATIONAL TRAINING FELLOW (ITF)

An IG seeking certification at level 5 – International Training Fellow (ITF) – is required to:

- A. Conduct a minimum of 25 hours of training outside his or her national organization or country and at least six different courses.
- B. Design and submit an original half-day training course, with full rights to JCI, to be included in the JCI University website. The training course must be designed using the official JCI Training Course Templates and include:

- a. Trainer's notes
- b. Participants' hand-outs
- c. PowerPoint slides

The highest honor a member trainer may receive from the JCI University is the title of ITF. As part of JCI training designing teams, ITFs develop and design new training courses to contribute to the further development of JCI University Certified Trainers.

CERTIFIED JCI ASSISTANT TRAINERS

In order to provide more opportunities to new trainers, the JCI University decided to allow CLTs and CNTs to conduct official JCI courses.

To become a Certified JCI Assistant Trainer and be able to conduct JCI official courses, trainers must meet the following criteria:

- A. Any training with CLT or higher certification may become a Certified JCI Assistant Trainer for any course from which he or she has graduated.
- B. For a **JCI Lead** course, the Assistant Trainer must also prove that he or she has held at least two leadership positions in JCI, one of them as a Local President.

Certified JCI Assistant Trainers will receive support, guidance and help from Certified JCI Head Trainers in order to sharpen their skills and knowledge about the course and be able to become Certified JCI Head Trainers for that course after satisfactorily conducting all modules.

There is no need to apply for certification. The JCI online database will automatically include the trainer's name in the list of available Certified JCI Assistant Trainers when that particular course is being organized online.

CERTIFIED JCI HEAD TRAINERS

To become a Certified JCI Head Trainer and be able to conduct JCI official courses, trainers must meet the following criteria:

- A. Have graduated from the **JCI Head Trainer** course.
- B. Have a CNT or higher certification and have satisfactorily conducted all Modules of the training course for which he or she wants to become Certified JCI Head Trainer.
- C. For a **JCI Designer** course, the Head Trainer must have an NG, IG or higher certification.

There is no need to apply for certification; the JCI online database will automatically include the trainer's name in the list of available Certified JCI Head Trainers when that particular course is being organized online.