Certified Leadership Professional
Designation Application
Revised 1/2023

This application is the final step toward earning the CLP designation. Please read and complete each section fully.

Submission Requirements:
- All seventeen CLP courses and quizzes in the program must be successfully completed. A passing quiz score is required for each course.
- Course guides must have been purchased or provided from a live association event.
- Completed courses must be listed in profile and, if necessary, be able to provide attendance confirmation. An incomplete application may cause denial of application.
  Quiz retake fees paid (when applicable).
- Typed applications will only be accepted. Handwritten applications will be returned.
- Initial each page and email a PDF of your completed application to IAIP. Your application will be processed within two weeks of being received.
- CLP and Advanced CLP courses can be used exactly twice: once towards a new CLP and/or CLP-A designation, as well as once toward another (CIIP or DAE) new or renewal designation application.

Mail: IAIP 2501 Jolly Road Suite 110 Okemos, MI 48864 **Email:** membership@iaip-ins.org	**Mail:** Include $50 member / $100 non-member application fee with submission, if courses not purchased in full CLP bundle. **Online:** _____ **https://iaip.member365.org/sharingnetwork/store/** Visit the IAIP store → Designations → CLP Application Fee	Receive Date Process Date Eligibility Date Processed By *Approved / Denied*

APPLICATION CHECKLIST
☐ **Section 1:** I have completed all candidate information.
☐ **Section 2:** I have purchased and successfully completed the 17 courses in the Certified Leadership Program. Evidence of attendance or self-study/on demand can be verified, and any applicable quiz retake fees have been paid. I understand that providing incomplete information can cause denial of application.
☐ **Section 3:** I have included payment information with this application.
☐ **Section 4:** I have signed to indicate my acceptance of the application attestation.

SECTION 1: CANDIDATE INFORMATION

Name _____ **Member ID** _____

Mailing Address _____

City, State, ZIP _____

Email _____ **Phone** _____

Company _____ **Work Phone** _____

Local Association _____ **Region** _____

Please initial each page before submitting completed application.

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Would you like an emailed letter acknowledging your accomplishment sent to your employer from the IAIP International President? ☐ Yes ☐ No /If yes, please provide the following details: company name, employer's name and email address (a letter will not be sent if this is not completed):

Company Name _____   **Employer's Name** _____

Email Address _____

Would you like your local association president to be contacted of your accomplishment? ☐ Yes ☐ No

Local President name _____   Email _____

Would you like your Regional Vice President to be contacted of your accomplishment? ☐ Yes ☐ No

Regional Vice President name _____   Email _____

SECTION 2: CERTIFIED LEADERSHIP PROGRAM EDUCATION

Course	Completion Date	Location *(Name of event, city and state or Self-Study/On Demand)*	Quiz Score
Module 1 – Leadership through Strategic Management			
☐ Ethics in the Workplace *(4 hours)*			
☐ Fundamental of Strategic Planning *(4 hours)*			
☐ Succession Planning *(4 hours)*			
Module 2 – Leadership through Business Essentials			
☐ Critical Thinking Skills *(4 hours)*			
☐ Effective Negotiation Skills *(4 hours)*			
☐ Financial Intelligence *(2 hours)*			
☐ Leadership 101 (*4 hours)*			
☐ Why We Struggle with Tough Decisions *(4 hours)*			
Module 3 – Leadership through Business Mentoring			
☐ Challenging Negative Attitudes *(4 hours)*			
☐ Coaching Conversations *(2 hours)*			
☐ Diversity Awareness *(2 hours)*			
☐ How to Make Yourself Indispensable *(2 hours)*			
Module 4 – Leadership through Motivating			
☐ Adapting Your Leadership Style *(2 hours)*			
☐ Delegating for Growth *(2 hours)*			
☐ Employee Engagement *(2 hours)*			
☐ Managing Teams *(4 hours)*			
☐ The Exceptional Manager *(2 hours)*			

Please initial each page before submitting completed application.

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SECTION 3: PAYMENT

- Application fee must accompany your submission.
- The CLP Application fee is $50 for members / $100 for non-members.
- The application fee includes a $15 non-refundable processing fee. The application fee, less the non-refundable processing fee, will be refunded only if your application does not meet the eligibility requirements for CLP designation.

☐ **Pay by Credit Card:** Please pay the CLP application fee through the online IAIP store. Email your application, supporting documents and a copy of your receipt of payment to membership@iaip-ins.org.

☐ **Pay by Check:** Send application, documentary evidence of completion of education requirements and check for the application fee to:

    IAIP
    2501 Jolly Road
    Suite 110
    Okemos, MI 68864

☐ **CLP Application fee** included in full bundle purchase

SECTION 4: APPLICATION ATTESTATION

I CERTIFY THAT THE ABOVE STATEMENTS ARE COMPLETE AND TRUE AND ARE MADE IN FULL COMPLIANCE WITH THE CODE OF PROFESSIONAL ETHICS OF IAIP.

Signature of Candidate	Date

We would like to hear from you! Please share the positive effects (2 or 4 sentences) gained from completing the 52-hour CLP and how it had an impact on your professional goals or the goals of your organization or group. We'd like to share this information in a testimonial for others to learn the value of the CLP.

Please initial each page before submitting completed application.