



Certified Leadership Professional Renewal Application

Application for CLP renewal must be submitted every two years. Failure to renew will result in loss of use of the CLP designation.

Submission Requirements:

- Eight hours of designated CLP renewal courses completed.
- Ten question online course quiz successfully completed with a score of 80% or higher. Quiz retake fees paid (when applicable).
- Completed course must be listed in profile and, if necessary, be able to provide attendance confirmation. An incomplete application may cause denial of application.
- Typed applications will only be accepted. Handwritten applications will be returned.
- Initial each page and mail or email a PDF of your completed application to IAIP. Your application will be processed within two weeks of being received.
- Application must be submitted by the renewal deadline for no additional fee to apply. A renewal application can be submitted up to one year past the renewal date for a \$10 late fee plus the standard application renewal fee. If you choose not to renew within one year of renewal date, the designation will be forfeited and removed from your profile until the designation is renewed and the late fee is paid.
- 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.

Application	Payment	
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 Late Renewal fee: \$10 (if applicable) Online: https://iaip.member365.org/sharingnetwork/store/ Visit the IAIP Store → Designations → CLP Renewal Fee	Receive Date _____ Process Date _____ Eligibility Date _____ Processed by _____ <i>Approved / Denied</i>

APPLICATION CHECKLIST

- Section 1:** I have completed all candidate information.
- Section 2:** I have completed eight hours of designated CLP renewal courses and successfully passed course quiz within the two years after the initial application or previous renewal date. (Qualifying courses are listed.)
- Section 3:** I have included payment information with this application for the renewal fee.
- Section 4:** I have signed to indicate my acceptance of the application attestation.

SECTION 1: CANDIDATE INFORMATION

Name _____

Mailing Address _____

City, State, ZIP _____

Email _____ Mobile Phone _____

Employer _____ Work Phone _____

Local Association _____ Region _____

SECTION 2: CERTIFIED LEADERSHIP PROGRAM EDUCATION

The CLP renewal requirement is eight hours in any of the following courses **not already used** for designation credit. All course information is required.

Course	Completion Date	Location <i>(local/council/region/convention, city/state, self-study, on demand)</i>	Quiz Score
<input type="checkbox"/> Assertiveness Skills (4 hours)			
<input type="checkbox"/> Behavior Interviews (4 hours)			
<input type="checkbox"/> Developing Emotional Intelligence (4 hours)			
<input type="checkbox"/> Effective Communication (8 hours)			
<input type="checkbox"/> Navigating Difficult Conversations (4 hours)			
<input type="checkbox"/> Solid Business Writing (4 hours)			
<input type="checkbox"/> Talk Like a Leader (4 hours)			
<input type="checkbox"/> The Art of Influencing Others (8 hours)			
<input type="checkbox"/> Advanced CLP course (4 hours):			
<input type="checkbox"/> Advanced CLP course (4 hours):			

SECTION 3: PAYMENT

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

Pay by Credit Card: Please pay the [CLP renewal fee](#) through the online IAIP store. If applicable, please pay the [CLP renewal with late fee](#). Email your application, supporting documents and a copy of your receipt of payment to membership@iaip-ins.org.

Pay by Check: Please send application, documentary evidence of completion of education requirements and check for the matriculation fee to: IAIP, 2501 Jolly Road, Suite 110, Okemos, MI 48864

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