

CHANGE LEADER

STEPS IN THE CERTIFICATION PROCESS



1. Start brainstorming.

After completing the Change Leader Institute, begin thinking about your certification project. The project can be something you want to examine within your organization, your community, or something personal. The project can also be an examination, through the tools learned at the Institute, of something you are currently working on. If you're looking for some inspiration, you can find examples of certification projects on the Change Leader [webpage](#). Pick something engaging that you would be willing to share with others.

2. Apply Change Leader skills.

Your project must use tools taught at the Change Leader Institute. **The project does not need to be completed by the certification ceremony.** However, the project must be in a stage of development where you can clearly show how you have used the Institute training. Revisiting your Change Leader Institute Manual and documenting your progress can be very helpful. Use the change process as your guide!

3. Register for the next Change Leader conference.

Certification ceremonies are held at each Change Leader conference. Certifying Change Leaders receive free conference registration and lodging. Contact Community Arts staff directly and let us know you plan to certify. Remember, certification needs to happen within one year from completing the Change Leader Institute, so plan accordingly.

4. Prepare a two minute presentation and project report paragraph.

Our team will have follow up conversations to talk through what comes next. We will provide details to you about the two minute presentation for the certification ceremony. We will also take this opportunity to introduce you to the rest of the network.

5. Celebrate!

During the certification ceremony you will be presented with a certificate signed by the Director of Utah Arts & Museums and the Governor of Utah. There will also be a photo op of your receiving the certificate. At the ceremony you will have time to network with other Change Leaders and share information about your project.