



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 [website](#). 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, so slots fill up fast. Be sure to sign up as soon as the conference is announced, so you don't miss out. Contact Jason, Wendi or Kirsten directly and let them 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 visual presentation and project report paragraph.

A visual presentation is required at the certification ceremony. The displays are arranged on tables and can take on any form you wish - presentation board, flyers, photos, artifacts, costumes, PowerPoint presentation. We will give you time at the conference to set up your display. Also, a short written report must be completed for us to read at the certification ceremony (1-2 paragraphs at the most). We will collect your report a couple of weeks before the conference. This report should describe the change you are making and the skills you used throughout the process.

5. Celebrate!

During the certification ceremony, we will read your report and you will be presented with a certificate signed by the Director of the Utah Division of Arts & Museums and the Governor of Utah. There will also be a photo op of your receiving the certificate and a follow-up press release. After the ceremony, you will have time to talk with other Change Leaders about your project and share your project display.

Questions? Contact us at jbowcutt@utah.gov or whassan@utah.gov