



CERTIFIED LEADERSHIP PROFESSIONAL APPLICATION

Great leaders are individuals who are passionate about and confident in the work they do. You are on your way to becoming a great leader by earning the 52-hour Certified Leadership Professional (CLP) designation through IAIP.

This application is the final step toward earning the 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 completed after July 1, 2014.
- 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 mail or email a PDF of your completed application to IAIP. Your application will be processed within two weeks of being received.

Application	Payment	IAIP Corporate Centre Use Only
Mail: IAIP Attention: Education Dir. 3525 Piedmont Road Building Five, Suite 300 Atlanta, GA 30305 Email: education@iaip-ins.org	Mail: Include \$50 member / \$100 non-member application fee with submission, if courses not purchased in full CLP bundle. Online: http://www.internationalinsuranceprofessionals.org Visit the Store and select Designations → CLP Application Fee	Receive Date
		Process Date
		Eligibility Date
		Processed By
		Approved Denied

APPLICATION CHECKLIST

- Section 1: Candidate Information.** I have completed all candidate information and noted where I would like mailed CLP correspondence sent.
- Section 2: Certified Leadership Program.** I have purchased and successfully completed the 17 courses in the Certified Leadership Program. Evidence of attendance or self-study 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: Payment.** I have included payment information with this application.
- Section 4: Attestation.** I have signed to indicate my acceptance of the application attestation.

Please initial each page before submitting completed application.

SECTION 1

CANDIDATE INFORMATION

Name _____ Member ID _____

(Name as it is to appear on the certificate)

Mailing Address _____

City, State, Zip _____

Email _____ Home Phone _____

Company _____ Work Phone _____

Local Association _____ Region _____

Member at Large (not a member of a local association)

Would you like a 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 full address (a letter will not be sent if this is not completed):

Employer Name _____

Company Name _____

Mailing Address _____

City, State, Zip _____

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 _____

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SECTION 2

CERTIFIED LEADERSHIP PROGRAM EDUCATION

For each course, include the completion date, name and location of event (city/state) where course was completed, and online quiz score. A passing **quiz score is required for each course completed after July 1, 2014.** For courses completed prior to July 1, 2016, reference the CLP Comparison Chart on page 6 for equivalent course title.

Module 1 – Leadership through Strategic Management			
Course	Completion Date	Location <i>(Name of local/council/region/convention, city and state or Self-Study)</i>	Quiz Score
<input type="checkbox"/> Ethics in the Workplace <i>(4 hours)</i>			
<input type="checkbox"/> Fundamental of Strategic Planning <i>(4 hours)</i>			
<input type="checkbox"/> Succession Planning <i>(4 hours)</i>			
Module 2 – Leadership through Business Essentials			
Course	Completion Date	Location <i>(Name of local/council/region/convention, city and state or Self-Study)</i>	Quiz Score
<input type="checkbox"/> Critical Thinking Skills <i>(4 hours)</i>			
<input type="checkbox"/> Effective Negotiation Skills <i>(4 hours)</i>			
<input type="checkbox"/> Financial Intelligence <i>(2 hours)</i>			
<input type="checkbox"/> Leadership 101 <i>(4 hours)</i>			
<input type="checkbox"/> Why We Struggle with Tough Decisions <i>(4 hours)</i>			
Module 3 – Leadership through Business Mentoring			
Course	Completion Date	Location <i>(Name of local/council/region/convention, city and state or Self Study)</i>	Quiz Score
<input type="checkbox"/> Challenging Negative Attitudes <i>(4 hours)</i>			
<input type="checkbox"/> Coaching Conversations <i>(2 hours)</i>			
<input type="checkbox"/> Diversity Awareness <i>(2 hours)</i>			
<input type="checkbox"/> How to Make Yourself Indispensable <i>(2 hours)</i>			

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Module 4 – Leadership through Motivating				
Course		Completion Date	Location <i>(Name of local/council/region/convention, city and state or Self-Study)</i>	Quiz Score
<input type="checkbox"/>	Adapting Your Leadership Style <i>(2 hours)</i>			
<input type="checkbox"/>	Delegating for Growth <i>(2 hours)</i>			
<input type="checkbox"/>	Employee Engagement <i>(2 hours)</i>			
<input type="checkbox"/>	Managing Teams <i>(4 hours)</i>			
<input type="checkbox"/>	The Exceptional Manager <i>(2 hours)</i>			

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 Check: Please send application, documentary evidence of completion of education requirements and check for the application fee to:

IAIP
 Attention: Education Director
 3525 Piedmont Road
 Building Five, Suite 300
 Atlanta, GA 30305

Pay by Credit Card: Please pay application fee through the online store at <http://www.internationalinsuranceprofessionals.org>. Email your application, supporting documents and a copy of your receipt of payment to education@iaip-ins.org.

CLP Application fee included in Instructor or Self-Study full bundle purchase

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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 program 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.



CLP COURSE COMPARISON

*This chart references the new enhanced CLP course titles that are replacing the original CLP course titles effective July 1, 2016. As you work your way through the CLP program, use this chart as a guide to determine which courses you need to complete. If you have completed one of the original CLP courses, you do **not** need to complete the enhanced course replacing it.*

Number of Hours	Original CLP		Enhanced CLP	Number of Hours
2	Accounting Skills for Supervisors	<input type="checkbox"/>	Financial Intelligence	2
4	Business Ethics for the Office	<input type="checkbox"/>	Ethics in the Workplace	4
4	Business Leadership	<input type="checkbox"/>	Leadership 101	4
2	Coaching	<input type="checkbox"/>	Coaching Conversations	2
4	Critical Thinking	<input type="checkbox"/>	Critical Thinking Skills	4
2	Delegation	<input type="checkbox"/>	Delegating for Growth	2
2	Diversity	<input type="checkbox"/>	Diversity Awareness	2
2	Employee Accountability	<input type="checkbox"/>	How to Make Yourself Indispensable	2
2	Leadership Skills for Supervisors	<input type="checkbox"/>	Adapting Your Leadership Style	2
2	Motivation Training	<input type="checkbox"/>	Employee Engagement	2
4	Negotiating for Results	<input type="checkbox"/>	Effective Negotiation Skills	4
4	Problem Solving and Decision Making	<input type="checkbox"/>	Why We Struggle with Tough Decisions	4
4	Project Management	<input type="checkbox"/>	Succession Planning	4
2	Self-Leadership	<input type="checkbox"/>	The Exceptional Manager	2
4	Speaking Under Pressure	<input type="checkbox"/>	Challenging Negative Attitudes	4
4	Strategic Planning	<input type="checkbox"/>	Fundamentals of Strategic Planning	4
4	Team Building	<input type="checkbox"/>	Managing Teams	4
52	Total Hours		Total Hours	52