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LEADING THROUGH LIFELONG LEARNING

Leadership Recertification Quick Guide
For Multi-Team and Organizational Leaders



DEVELOPING STRONG Y LEADERS

To deliver on the Y’s promise to strengthen community, YMCAs require cause-driven leaders—staff and volunteers who give their hearts, minds and hands in support of our cause and inspire and mobilize others to do the same.

The Leadership Certification process and the CAUSE-DRIVEN LEADERSHIP® Competency Model, two of YMCA of the USA’s (Y-USA) foundational leadership development tools, help cause-driven leaders build the competencies that are most critical for driving positive change in our communities. They provide staff with a strategic and intentional approach for building the skills, competencies and knowledge needed to succeed in the Y.

RECERTIFICATION PHILOSOPHY

Earning a Leadership Certification is the first step, but **strong leadership requires a commitment to lifelong learning**. It is important that staff continually develop their competencies—both inside and outside of the Y—to ensure they can effectively serve our ever-changing communities.

For staff at the Y who attain either the **Multi-Team or Organizational Leader Certification**, recertification provides a framework for this continued development and helps demonstrate a commitment to their Y, their community and their own growth as a cause-driven leader.

Because everyone has different professional needs and desires, recertification is designed to be flexible and allow for a high level of customization. Y-USA provides the framework for ongoing development, and you determine the path that supports your needs, interests and goals.

Leadership Certification Levels



MULTI-TEAM LEADER



ORGANIZATIONAL LEADER

WHY PURSUE RECERTIFICATION?

Leadership Recertification reinforces that leadership development is a career-long process. It supports and enables this process by providing a way to capture the time and effort you invest in your growth. **Recertification:**

- **Provides a framework** for continuing to cultivate the skills, competencies and knowledge that help staff succeed in the Y.
- **Helps you remain relevant** and able to meet the ever-changing needs of your community.
- **Demonstrates a commitment to your Y**, community and your growth as a cause-driven leader.
- **Promotes and celebrates** lifelong learning.
- **Encourages learning experiences** that help you explore perspectives and knowledge from both inside and outside of the Y.



RECERTIFICATION REQUIREMENTS

Recertification is required for staff who have earned the Multi-Team Leader or Organizational Leader Certifications, and it must be completed every five years.

To recertify the Multi-Team Leader and Organizational Leader Certification, staff must meet the below requirements within the five-year recertification window that begins the day after their certification is earned.

RECERTIFICATION REQUIREMENTS



- Complete either the 360 Leadership Competency Assessment or the Individual Leadership Competency Assessment
- Earn 160 recertification credits by completing leadership activities from five recertification categories
 - 40 of the 160 credits must be Y-USA-approved credits earned by participating in Y-USA approved courses, events and workshops
 - Any credits earned beyond the total number of credits needed for the current recertification window WILL NOT carry over to your next recertification window

RECERTIFICATION CREDIT CATEGORIES

Earn the 160 recertification credits by completing leadership activities from the following five recertification categories

Category	Minimum	Maximum
Continuing Education	40	160
Instruction	0	40
Leadership Role	0	40
Research & Publishing	0	120
Project	0	64

RECERTIFICATION CATEGORIES

CONTINUING EDUCATION

Earn a minimum of 40 and up to 160 credits in the following four ways:

- Attend Y-USA national conferences, courses or meetings.



Examples include:

- **Conferences:** General Assembly of YMCAs, NAYDO, Program EXPO
- **Courses:** Leading Change, Leading & Coaching Others, Y-USA eLearnings
- **Meetings:** State Alliance Meetings

- Attend pre-approved Y-USA meetings or events.



These are meetings or conferences that have been pre-approved for leadership credit by Y-USA. **Examples include:** Neighborhood Meetings, leadership conferences, professional development webinars, State Advocacy Days.

- Attend non-YMCA courses or workshops.



These may be hosted by other organizations or educational institutions. **Examples include:** conferences and workshops at your Y or within your community and industry or subject-matter-specific workshops or trainings.

- Earn a master's or doctorate degree.





The achieved date of the degree must be within your recertification window. A total of 160 credits will be awarded upon submission and review of a copy of the degree, submitted through the LCDC. Note: The 160 credits earned satisfies the Y-USA approved 40-credit requirement.




CALCULATE CREDIT: Credit is based on the time commitment. A half hour equals **0.5 credits**, one hour equals **1 credit** and a full day equals **8 credits**.

INSTRUCTION

Earn up to **40 credits** for teaching a Y-USA course or conducting a formal presentation at a Y or non-Y meeting or conference.

- **Teaching a Y-USA course as a Y-USA Trainer or Faculty**  
- **Qualifying formal presentations at conferences and meetings that focus on at least one of the leadership competencies.**




Examples include:

- Y-USA approved instruction through presentations at State Alliance Meetings, NAYDO, YPN, EMLE  
- Non-Y instruction through formal presentations at local Rotary Clubs, service clubs or service boards 

CALCULATE CREDIT: 8 credits are awarded for each formal presentation or training you conduct.


LEADERSHIP ROLE

Earn up to **40 credits** for serving in leadership roles outside of the day-to-day responsibilities of your YMCA position. Examples include:

- **Y-USA Approved Leadership Roles:** YPN Board Member YMCA Organizational Leader Capstone Panelist, Bridge Program Peer Visit Host, Pilot Lead for Y-USA Project, Y-USA Employee Resource Group (ERG) or Y-USA Committee Member  
- **Non-Y Leadership Roles:** Rotary Club or any service club board 

CALCULATE CREDIT: Each year spent in a leadership role during your recertification window is eligible for **8 credits**.



RESEARCH & PUBLISHING

Earn up to **120 credits** by conducting research or writing about a leadership development related topic and publishing the content in a national Y or non-Y publication. Examples are in the box below. 

CALCULATE CREDIT:

- **8 credits for a co-authored article**
- **16 credits for an authored article**
- **32 credits for an authored or co-authored chapter published in a book or manual**
- **120 credits for an authored or co-authored nationally published book**


PROJECT

Earn **32 or 64 credits** by completing a project—a temporary endeavor—that has significant impact within the YMCA or your community, and through which you further develop at least one of the leadership competencies.  

Projects are eligible for either 32 or 64 credits based on the scope of work, community impact and potential sustainability and replication by other YMCAs. Upon entering the project in the LCDC, you will be asked to complete an online project report. After review, Y-USA will determine and issue the earned credit amount. **Examples include** developing a strategic plan or leading board restructuring, a new event like Healthy Kids Day, a capital project, a community collaboration or a fundraising endeavor.

RECERTIFICATION REQUIREMENTS KEY

Y-USA Approved Credits 

Credits are automatically calculated by the Learning and Career Development Center (LCDC) 

Credits must be manually added by staff pursuing recertification 

PURSuing RECERTIFICATION




HOW TO GET STARTED

- 1. Identify the leadership competencies you'd most like to develop.** These may be opportunity areas for growth or strengths you want to better leverage. You can use either the **360** or **Individual Leadership Competency Assessment** to help with this process, as well as discuss potential focus areas with a supervisor, mentor or coach.
- 2. View your current leadership recertification progress to determine how to proceed.**
 - Log into LCDC at: <https://lcdc.yexchange.org/>.
 - Hover over **My Learning** > **Certification Status** > click **Recertification**.
 - For **Certification Name** select your top-level Certification earned, either **Multi-Team Leader** or **Organizational Leader Certification** from the drop-down list.
 - You will then see your **Recertification Credits Summary**, which will show you the credits you have earned and the credits you will need to earn by your certification expiration date.
- 3. Develop skills and earn recertification credit.** Once you know where you want to start, begin engaging in learning experiences that develop your skills and earn recertification credits. Remember that we each have our own path and learning experiences can and should be both inside the YMCA and outside in other local or national organizations and educational institutions.



HOW TO SUBMIT LEADERSHIP RECERTIFICATION CREDITS

Recertification credits are logged through your LCDC account in two ways:

- 1. Some Y-USA approved credits are automatically added to your LCDC transcript.** 
- 2. Manual credits must be entered through the following steps:** 
 - **Log into LCDC:** <https://lcdc.yexchange.org/>.
 - **Select Enter Recertification Credits** from the QUICKSTART box.
 - **Select Certification Category > Leadership Certification.**
 - **Select Certification the Activity Applies Toward** > choose either **Multi-Team Leader Certification** or **Organizational Leader Certification.**
 - **Select the Recertification Category** for the activity you are submitting.
 - **Select the subcategory**, if needed.
 - **Input responses about the activity** (options will vary depending on category and subcategory selected).
 - **IMPORTANT:** Activities entered in the "free form" fields will not be credited as Y-USA approved credit. If you are entering Y-USA approved credit, both drop-down menus must be used. 
 - **Click any two Leadership Competencies** from the check list that apply.
 - **Once you've entered all recertification credit activities**, select **Submit**.

FAQS: EXPIRATION POLICY, GRACE PERIOD & RESTORATION

Q: What is the expiration policy for Multi-Team and Organizational Leader Certifications?

A: The YMCA Multi-Team and Organizational Leader Certifications require recertification every five years. Within those five years, staff must complete a Leadership Competency Assessment (360 or Individual) and earn 160 recertification credits. Of the 160 credits earned, 40 must be for Y-USA approved activities.

Q: What should I do if I did not recertify by my certification expiration date but have completed the credit-earning activities?

A: All staff will be granted a 30-day grace period from the date of certification expiration to input all activities and credits earned during the current recertification window into LCDC. Please note that all activities must be completed prior to the certification date of expiration.

If the requirements are not met by the end of the grace period, you will be moved to the next lower level of certification.

Please Note: The change in certification of a CEO (moving from Organizational Leader to a Multi-Team Leader) will affect his or her association's status as a member of the National Council of YMCAs.

Q: What happens if I do not have enough credits for recertification?

A: Staff who do not recertify their Leadership Certification by the end of their grace period have three options:

1. Maintain the lower level of certification and complete any recertification requirements at this level, if applicable.
2. Pursue a traditional pathway to earn the higher certification level lost.
3. Restore the higher level of certification through Restoration.

Q: What is Restoration?

A: Restoration is a process that allows staff to regain their leadership certification after failing to meet the recertification requirements. It is available for staff whose certification has been suspended following the recertification grace period. To qualify for this Y-USA-facilitated process, **staff must have earned at least 90 recertification credits** during their five-year recertification window. **Restoration requires the following steps:**

1. Complete the restoration application in the LCDC. The application is available 30 days after the certification's date of expiration and can be found in the LCDC by selecting **My Records > Online Applications & Uploads > Apply for Restoration.**
2. Complete the appropriate requirements for restoration at your certification level. All requirements must be completed within 36 months of the certification's original expiration date. You will re-earn the higher level certification once the last restoration requirement is met. Your new five-year recertification window begins the day after the higher level certification is reinstated.

QUESTIONS?

If you have questions or need assistance, please email leadershipcertification@ymca.net.

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