

# MHA Institute

Solving real problems in real time

2011 Award for Excellence in Program Innovation  
and Design for Lifelong Learning

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## MHA Institute Leadership Through Learning (LTL) Program Certification Requirements

### Certification Methodology

1. In each course, the learner selects a work-related case in which he or she will use to apply course concepts and processes. This application forms the basis of a written assignment that is due one month after the course is completed.
2. In each course, there is a focus on helping the learner to understand his or her own patterns of thinking and acting in relation to the course concepts. This sets a benchmark that the learner can use to follow his or her own learning throughout the course, and his or her specific work-related case.
3. In each course, there is a focus on using the specific method, model, tool, and/or device that is based in action learning and a systemic approach. Learners directly apply this specific method, model, tool, and/or device to their work-related case.
4. In each course, there is a focus on learning with others in action learning groups. Learners spend at least 70% of each course in an action learning situation, working directly on their work-related cases. In this way, learners are able to apply the course concepts, methods, tools, models, and devices in a variety of ways, and in a variety of situations, in a community of practice.
5. After each course is completed, there is at minimum a one-month practice period in which learners apply what they have learned in the workplace. During this one-month practice period, they share their learnings and dilemmas with other members of their action learning group.
6. In each course, learners complete a written assignment demonstrating competency in applying the learning from the course in a real-life situation, and have learned in action. Learners must show strong evidence of a comprehensive grasp of concepts and application, and an ability to make sound critical evaluation of the concepts, methods, tools, models, and devices covered in each course.
7. Within six months of taking each course, learners complete two *Learning Activity Reports*, in which they describe two separate applications of the concepts, methods, tools, models, and devices covered in the course. Examples of applications include teaching a concept, method, tool, model, and/or device covered in the course to another person, using the process in a team, or delivering a course to a group of learners.

## Certification Requirements

1. The learner must purchase a yearly **Associate Practitioner** or **Practitioner** membership that includes coaching for \$800 per year. This membership gives the practitioner access to coaching, and a one-year license to use MHA Institute facilitator support materials.
2. The learner must take each course as described in the three-day format, either face-to-face or online. If unable to take the actual course in person, the learner can take the course through distance education while being coached by an MHA Institute certified practitioner. If the learner has taken a shorter version of the course, the learner can upgrade each course with the assistance of a coach.
3. Within one month of completing each course, the learner must complete a written assignment for each course, and submit it for marking by an MHA Institute certified practitioner. The assignment will be marked using a *Pass/Improve* marking system. If the learner receives an *Improve* mark, the learner can redo the assignment and resubmit it as many times as necessary to achieve a *Pass* mark.
4. Within six months of completing each course, the learner must complete two **Learning Activity Reports** for each course, and submit it for review by an MHA Institute certified practitioner.
5. After completing the requirements for each course, the practitioner receives a **Single-Course Qualification Certificate**. This certificate states that the practitioner has completed all of the requirements for that specific course. Once the practitioner has completed all of the requirements for all of the courses, the practitioner is now certified and receives the **MHA Institute Leadership Through Learning Program Certificate**.
6. To continue to be able to use the use MHA Institute facilitator support materials, the certified practitioner must continue to purchase a yearly **Certified Practitioner** membership for \$400 per year (for the one-year license to use MHA Institute facilitator support materials). If the certified practitioner wishes to continue to receive coaching, the practitioner can purchase an additional coaching membership at \$400 per year.