CERTIFICATION APPLICATION & PORTFOLIO

LEAN SIX SIGMA MASTER BLACK BELT

ABOUT

Welcome to the AALSSC Master Black Belt (MBB) certification program. To be certified as a MBB you (referred to as the candidate) must submit this "application & portfolio" detailing your professional accomplishments over the past five years. AALSSC uses a certification board of Master Black Belts from across the United States who review each application, discuss and reach consensus to either "approve for certification' or "do not certify at this time'. The entire process from submission through decision can take up to 45 days. The identity of the certification board members is not made public to prevent the appearance of impropriety.

LEAN SIX SIGMA MASTER BELT DEFINED

A rank assigned to an experienced and effective Lean Six Sigma expert. One who is generally responsible for a portfolio of improvement projects, leading enterprise-wide Lean Six Sigma implementations, and training/mentoring others in Lean Six Sigma.

CERTIFICATION

In addition to the above definition, AALSSC requires other activities detailed in this application. Our certification is different from other certifications by requiring candidates to demonstrate an understanding of emotional intelligence and ability to relate to the workforce for sustainable improvements. Being able to bring people together for lasting improvements is a MBB skill expected from employers and clients – thus ensuring a relevant certification.

When certified as a Master Black Belt you are authorized to add the distinctive "LSSMBB" signature block enhancer and potentially serve as a certification board member for other MBB candidates.

Minimum Requirements For Certification (Over Past Five Years):

1. Three years certified Lean Six Sigma Black Belt (or equivalent) with current certification.
   - Equivalent certification: Six Sigma Black Belt, employer certified Black Belt equivalent, etc.
2. Five years professional work experience.
3. Coached or mentored at least three continuous improvement professionals.
4. Accomplished five professional development activities.
5. Taught three training classes.
6. Completed three projects or kaizen events detailing:
   - Size, scope and impact of each.
   - How you adjusted your style to bring the workforce in for sustainable improvements.
7. ***Optional:*** Writing and examiner duties can be submitted to strengthen application if desired.

THREE PHASE CERTIFICATION PROCESS

Phase 1:

Candidate submits online certification portfolio and payment. Portfolio is reviewed for completeness by AALSSC Director of Certification. (7-day processing time)

- If determined to be complete – candidate is notified and portfolio is sent to certification board.
- If determined to be incomplete – portfolio is returned to candidate with recommendations.

Phase 2:

Portfolio is received by AALSSC certification board. Each board member reviews portfolio and provides feedback with recommendation. Board members meet, discuss and reach consensus for certification decision (up to 30 days processing time). Recommendations are reviewed by Director of Certification who records recommendations and archives portfolio package.

Phase 3:

Director of Certification notifies candidate of decision.

- If board recommends certification: certificate package is generated and mailed to candidate.
- If board does not recommend certification: candidate is notified of specific reason(s) and given the opportunity to appeal decision.

APPEALS PROCESS:

- Candidate has one year from notification to re-submit application with modifications. Additionally, candidate can include a letter to board members explaining details as necessary. Once application is re-submitted the process begins again (at no additional cost).

SUBMITTING "APPLICATION AND PORTFOLIO"

Portfolios are submitted online via the aalssc.org/mbb website.

PAYMENT AND REFUND POLICY

- Full payment of $999 is required at time of submission.
- If initial portfolio is returned to candidate during phase 1 and NOT re-submitted within 90 days candidate is granted a refund minus a $50 processing fee.
- Once the application is sent to the certification board no refunds are granted.

CANDIDATE'S INFORMATION

Name As To Appear On Certificate :

Physical Mailing Address:

Email Address:

Statements:

I understand that AALSSC is permitted to disclose to the public the status of my certification. All other information shall be treated as confidential and only disclosed with my written permission.

I agree to comply with the requirements of the AALSSC certification program and supply any information required in the program's assessment.

I agree that, as a certified Lean Six Sigma Master Black Belt, I will conduct myself in a manner as to not discredit the reputation of AALSSC.

As provided for under the ADA (American's with Disabilities Act), I require the following special needs accommodation to complete the certification process:

I have read and agree to AALSSC's code of conduct.

I attest all the information included in this application is true and correct.

Signature: **Date:**

Typing Your Name Here Is Considered Your Digital Signature

REQUIREMENT #1:

THREE YEARS CERTIFIED BLACK BELT WITH CURRENT CERTIFICATION

Requirement Explanation:

To be considered for Master Black Belt certification it stands to reason the candidate has been a certified Black Belt for some time. For AALSSC candidate must have been certified for previous three years and hold a current Black Belt certification. For non-AALSSC Black Belts use space below to describe current equivalent Black Belt certification.

Current Black Belt certification:
(or equivalent)

Date Initially Certified

Certifying Agency Or Organization:

Use Space Below To Explain Your Equivalent Certification (If Applicable)

REQUIREMENT #2:

PROFESSIONAL WORK EXPERIENCE (MOST RECENT 5 YEARS)

Requirement Explanation:

Candidate is expected to be actively working in a professional manner and have at least five years professional work experience.

***Required**

***Current Employer:**	**Date:**
Job Title:	
Person Who Can Validate (Name & Phone)	

Previous Employer:	**Date:**
Job Title:	
Person Who Can Validate (Name & Phone)	

Previous Employer:	**Date:**
Job Title:	
Person Who Can Validate (Name & Phone)	

(Continue Below Or On Back Pages Of This Application If Necessary)

REQUIREMENT #3:

COACHING AND MENTORING (MINIMUM OF 3)

Requirement Explanation:

Candidate is expected to be a coach and mentor. This requirement can be fulfilled thru coaching and mentoring at place of work, with clients, for Green or Black belts, as part of a professional organization, or as a mentor within the continuous improvement community. Must be accomplished within past 5 years.

***Required**

*Name And Inclusive Dates:	Phone & Email Of Mentored Individual
Describe Relationship:	

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List The Three Most Relevant.

REQUIREMENT #4:

PROFESSIONAL DEVELOPMENT

Requirement Explanation:

Candidate must demonstrate self-improvement. Any self-improvement activities completed over the past five years can be used to meet this requirement. Recommend using the five most impactful and relevant to your development in Lean Six Sigma (minimum of 5). Professional development includes, but not limited to, attending seminars, workshops, college classes, online learning, etc. Does not have to be Lean Six Sigma related.

Date	Location / Online	Provider	Class or Topic

List The Five Most Relevant.

REQUIREMENT #5:

TEACHING/TRAINING OTHERS

Requirement Explanation:

Candidate will have taught LSS/Quality/Process improvement classes over the past five years. This includes, but not limited to: White belt, yellow belt, green belt, black belt, champion training, other lean six sigma workshops or courses. Minimum of 3 courses taught over the past five years.

Class or Course Title	Date(s)	Location

List The Three Most Relevant.

REQUIREMENT #6:

PROJECT / KAIZEN

Requirement Explanation:

Candidate must have experience with improvement projects and/or kaizen events. They also must demonstrate their ability to apply emotional intelligence by adjusting their style to bring the workforce together for sustainable change. The three projects submitted do NOT have to be in separate years, only they have taken place in the most recent five-year period - list the most impactful projects you have in your portfolio.

Note: a project that did not produce expected results can still be acceptable if candidate provides an analysis examining causes and lessons learned. Often un-attainable goals and sustainment actions are outside the Black Belt's span of control. AALSSC recognizes this reality and therefore will consider projects that fell short of objectives.

If necessary, use space below to explain how submitted projects are related to each other or other information you feel would help the board understand the totality of your projects.

PROJECT / KAIZEN #1

Title:

Company/Organization:

Inclusive Dates:

Your Role:

Person Who Can Validate Your Involvement:

Name And Title:

Contact Information:

Describe:

LSS Tools Used:
(List What Tools/Methods You Used. Ex. Value Stream Map, Pareto Chart, etc.)

Results:

Continued - Use Words, Graphs, Or Visuals As Required.

Board wants to know how you adjusted your style to relate to the workforce and bring them into the effort.

PROJECT / KAIZEN #2

Title:

Company/Organization:

Inclusive Dates:

Your Role:

Person Who Can Validate Your Involvement:

Name And Title:

Contact information:

Describe:

LSS Tools Used:
(List What Tools/Methods You Used. Ex. Value Stream Map, Pareto Chart, etc.)

Results:

Continued - Use Words, Graphs, Or Visuals As Required.

Board wants to know how you adjusted your style to relate to the workforce and bring them into the effort.

PROJECT / KAIZEN #3

Title:

Company/Organization:

Inclusive Dates:

Your Role:

Person Who Can Validate Your Involvement:

Name And Title:

Contact Information:

Describe:

LSS Tools Used:
(List What Tools/Methods You Used. Ex. Value Stream Map, Pareto Chart, etc.)

Results:

Continued - Use Words, Graphs, Or Visuals As Required.

Board wants to know how you adjusted your style to relate to the workforce and bring them into the effort.

OPTIONAL ADDITIONAL INFORMATION #1 - WRITING

Description:

Candidate can include any published writings (books, articles, white papers, etc.) over the past 5 years. Include those that are most relevant to LSS. This is optional but can be used to strengthen the application if necessary.

Date	Location / Online

List The Five Most Relevant.

OPTIONAL ADDITIONAL INFORMATION #2 - EXAMINER

Description:

Candidate can list times when they served (in past five years) as an auditor, inspector or examiner for companies who were pursuing various awards or designations.
(Ex. Baldrige award, ISO certification, Shingo Prize, etc.).
This is optional and is used to strengthen the application if necessary.

Organization	Title	Date(s)	Point of Contact (Name, Phone / Email)

List The Four Most Relevant.

Additional Information If Necessary

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