

To ensure that applicants have a complete and clear understanding of the intent of the Advanced Instructor Track and what is required in order to achieve certification, we provide an overview of the track, the pre-requisites and recertification requirements.

To be considered for this track, please complete the following application form. The final page of this application is to be completed and signed by a manager or supervisor.

In order to approve your application and ensure that the objectives and outcomes of the Advanced Instructor Certification Track align with your goals, we would also like to speak with you. During this compulsory alignment call we can discuss the course further and answer any questions you may have before enrolling.

## ADVANCED INSTRUCTOR OBJECTIVE

Our goal is to equip you with the skills and tools necessary to facilitate Prosci role-based trainings that will build individual change management competencies throughout your organization.

As an Advanced Certified Instructor, you will be qualified to provide certification to all successful participants of the Prosci training programs you instruct. In addition to driving organizational change capability, you will also be setting yourself apart from others in the discipline of change management.

The Advanced Instructor Track consists of a series of modules, all designed to enhance your knowledge and skill set around both change management and delivering Prosci Programs. There are education, application and evaluation components in each of the modules that you will be required to complete in order to achieve certification.

Please note: Unless employed by a Prosci Global Affiliate or Prosci Authorized Training Provider, contractors and consultants are ineligible to pursue the Prosci Certified Advanced Instructor Track. Once certified you will be eligible to facilitate Prosci Training Programs internally to your organization's employees only; delivery of Prosci Training Programs as a contractor or consultant to 3rd parties is not authorized.

## ENROLLMENT REQUIREMENTS

In order to embark upon this track, you will need:

- Prosci Change Management Certification
- 5+ years of change management experience
- Manager or supervisor reference emphasizing training and instructional skills
- Alignment phone call with Prosci
- Approval of Advanced Instructor Application

## RECERTIFICATION

To maintain certification, The Advanced Instructor Track requires that you remain active in both instruction and in the field of change management. To learn more about the recertification requirements, please speak with your Prosci contact.

## GENERAL INFORMATION

**Date:**

**Name:**

**Company:**

**Title:**

**Phone:**

**Email:**

**Duration of current employment:**

**To which audience(s) will you be teaching Prosci programs?**

Internally, as an employee of my organization only

I am with the Global Affiliate Network

**If external, are you employed by a Prosci Authorized Training Provider?**

YES

NO

## CERTIFICATION INFORMATION

**Prosci Change Management Certification:**

Program Location:

Program Instructor:

Program Dates:

**Prosci Train-the-Trainer Program (if completed - this is not required at time of application):**

Program Location:

Program Instructor:

Program Dates:

**Prosci Advanced Change Management Program (if completed - this is not required at time of application):**

Program Location:

Program Instructor:

Program Dates:

**Other Prosci Programs Attended (please include dates):**

**CHANGE MANAGEMENT EXPERIENCE**

**Please describe any executive leadership experience you have:**

**Please describe how change management has impacted your professional career:**

**How long have you been applying change management methodologies?**

**On how many projects have you applied the Prosci methodology?**

**What are the key learnings from projects in which you have applied change management?**

**Do you have facilitation and/or instructional experience? If yes, please list your experience below:**

**If no, please describe any professional experience you have that you feel is transferable that will contribute to your success as an instructor:**

# APPLICATION CHECKLIST

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- Complete the application form (with manager or supervisor reference)
- Attach a current version of your resume (CV)
- Schedule your alignment call with Prosci

**Please email your documents to: [advancedtracks@prosci.com](mailto:advancedtracks@prosci.com)**

REFERENCE

*(to be completed by a manager or supervisor)*

**Name:**

**Position:**

**Phone:**

**Email:**

**Please describe the role the applicant has played within your organization around training and facilitation of change management. Please emphasize the applicants instruction and facilitation skills:**

**Please highlight the impact the applicant has had on the overall outcome of change projects/initiatives within your organization:**

**Signature:**

**Date:**