

VALUE ADDED 616

Recertification Handbook

How to Use this Recertification Handbook:

This Recertification Handbook contains information on the policies and procedures for maintaining a Value Added 616 certification. All certification holders are expected to understand and comply with the policies set forth in this document.

Value Added 616 Contact Information:

Phone: (616) 377-4499

Email: info@valueadded616.com

Value Added 616 Program Overview:

The Value Added 616 Program supports the continual academic and professional development of our certification holders, so they are always prepared to face the demands of today's complex and changing business world. The mission of the Value Added 616 Program is to: The Value Added 616 Program supports the continual academic and professional development of our certification holders, so they are always prepared to face the demands of today's complex and changing business world. The mission of the Value Added 616 Program is to:

- Provide a system for recording professional development activities.
- Encourage and nurture lifelong learning and growth within the community of practice.
- Promote and maintain relevancy of certified practitioners.
- Sustain the global recognition and reputation of Value Added 616 credentials.

Certain certifications earned through Value Added 616 require maintenance through participation in a recertification program such as the Value Added 616 Program. *There is no requirement for recertification for those who obtained Lean Six Sigma Yellow or Green Belt certifications.* **The recertification cadence for Lean Six Sigma Black Belt and Lean Six Sigma Master Black Belt certification is every three years.**

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Taking part in professional development and learning activities allows certification holders to earn Value Added Points (VAPs), satisfying certification renewal requirements while pursuing growth and development as a practitioner.

Below is the step-by-step high-level process for the Value Added Program:

1. Earn your Lean Six Sigma certification, which begins your three-year renewal cadence on the date of issuance.
2. Earn VAPs by participating in a variety of activities.
3. Record 60 VAPs in the database over the course of your three-year renewal cadence.
4. Receive a notification of completion for VAP requirements from the automated system.
5. Complete the renewal payment process.
6. Login and confirm the new cadence dates are reflected on your certificate.

Value Added 616 Program Requirements (for LSSBB and LSSMBB)

All required certification holders must earn VAPs to renew their certification to remain on active status. VAPs are earned through various upskill and reskill activities that are divided into two categories:

1. **Learning** – Opportunities allowing you to upskill your technical, leadership, and business acumen.
2. **Sharing** – Activities allowing you to share your expertise and build the community of practice.

Each certification has different requirements for renewal:

Certification	Certification Cycle	Total VAPs Required	Learning Min VAPs	Sharing Max VAPs
LSSYB	N/A	N/A	N/A	N/A
LSSGB	N/A	N/A	N/A	N/A
LSSBB	3 years	60	45	15
LSSMBB	3 years	80	40	40

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Learning

Research indicates that employers need well-rounded practitioners with more than just technical skills. Leadership, business intelligence and people skills are imperative to support long-range strategic objectives that contribute to success. The learning component of the Value Added 616 Program is to ensure you are equipped to remain relevant in a continually changing business environment. There is no limit on the amount of VAPs that can be earned in learning.

Sharing

Value Added 616 recognizes that sharing your expertise and actively applying your skills is valuable and contributes tremendously to the community of practice. Many find that giving back is an enriching learning experience that enhances professional development in different ways. That is why sharing activities are considered VAP eligible.

Sharing is an optional way to earn VAPs. The requirement listed above is the maximum number of sharing VAPs allowed for each certification. If sharing the expertise VAPs are earned, the total cannot exceed the limits listed above.

Value Added Points Explained

Reporting VAPs

The certification holder is responsible for recording their own VAPs in the database. To maintain an active certification status in good standing, all VAPs must be recorded, and the renewal process must be completed before the certification holder's program rhythm ends (expiration date listed in database). If the certification holder does not complete the renewal process, the certification will expire. Please review the Certification Status section of this handbook for more information.

Fractions of VAPs can also be reported, with the smallest fraction of a VAP that is reportable being 0.25. For example, if you spend 15 minutes engaged in an approved VAP activity, you can record it as 0.25 VAP. Similarly, spending 30 minutes engaged in an approved VAP activity, you can record 0.50 VAP.

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To submit your VAPs:

1. Login to your account
2. Go to your certifications page
3. Click "Manage VAPs" on the certification for which you wish to submit VAPs
4. Submit your VAP request

Earning VAPs

There are many opportunities to earn VAPs. The Value Added 616 Program organizes VAPs based upon the type of activity conducted. Detailed below you will find a description of each activity, examples, and any associated policies. If you do not feel your VAPs fit into one of these activities, and you believe they qualify, please email info@valueadded616.com and someone will assist you with the inquiry.

Learning

Educational Course

Educational training courses are a traditional and effective way to upskill contributing to continued success in the community of practice. To qualify, the course should be led by an instructor/facilitator and can take place in person or online.

VAP Rules:

- 1 hour of education equals 1 VAP
- If only a portion of the course relates to topics relevant in the certification renewal process, calculate VAPs by the percentage of the overall curriculum that focused on those relevant topics
- Report each course separately. Only individual courses will be accepted for VAP credit

Documentation required for audit: Registration form, certificate, or letter of attendance.

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Professional Activities

Professional meetings that include an educational component are an opportunity to learn and network. This includes attending meetings or events related to the community of practice. For example, your organization may have quarterly Community of Practice events to attend.

VAP Rules:

- Organization meetings are limited to earning 2 VAPs

Documentation required for audit: Registration form, letter of attendance or other form of documentation confirming participation in event.

Online Learning

Technology has made learning accessible without leaving home. Earning VAPs through online learning allows you to customize learning around your schedule and interests. There are many videos, webinars, and educational platforms available online.

VAP Rules:

- 1 hour of learning equals 1 VAP
- Qualifying activities must be relevant to the field, meet a specified purpose, and use reputable resources

Documentation required for audit: Evidence supporting your reported learning, including notes from and dates of activities conducted, or YouTube (or similar) link to the training.

Reading

Reading is a valuable component of learning, and there are countless reading materials pertinent to the community of practice. You can read books, articles, whitepapers, or journals to stay informed and support your ongoing professional development.

VAP Rules:

- 1 hour of reading equals 1 VAP

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- Documentation required for audit: Evidence supporting your reported learning, including notes from and dates of reading

Informal Learning

Educational opportunities focused on structured discussions. Oftentimes learning comes through interaction with others. You can earn in VAPs by engaging in structured professional discussions with others, for example while you're being mentored or participating in a "lunch and learn" session with your organization.

VAP Rules:

- 1 hour of learning equals 1 VAP

Documentation required for audit: Evidence supporting your reported learning, including notes from and dates of activities conducted.

Sharing

Working as a Practitioner

Every day you spend working in your role, your certification allows you to apply your knowledge and skills in a practical setting. Using these skills and knowledge in the workplace plays a vital part in growing the community of practice and increasing your effectiveness as a subject matter expert.

VAP Rules:

- This activity has a maximum number of VAPs that can be claimed per cycle:
 - LSSBB – No more than 15 VAPs claimed per cycle
 - LSSMBB – No more than 40 VAPs claimed per cycle
- These VAPs only apply to your current cycle and cannot be transferred

Documentation required for audit: Proof of employment (job description) or executive summary of work completed.

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Creating Content

Creating new content allows you to share expertise and contribute to the continual learning of others. There are multiple ways to create new knowledge resources, such as writing blogs, articles, or books, or creating presentations, online videos, or webinars.

VAP Rules:

- 1 hour spent creating equals 1 VAP

Documentation required for audit: Copies of publications, sample educational materials, or a link to the public file (e.g., YouTube link).

Giving a Presentation

There are many opportunities to give a formal presentation and share knowledge that relating to your certification (e.g., ASQ, PMI or DoD panel events). For VAPs to be earned, the topics presented must be relevant to the community of practice.

VAP Rules:

- 1 hour spent presenting equals 1 VAP

Documentation required for audit: Copy of presentation or link to presentation (if public).

Coach and Mentor

By sharing your expertise with others, you grow the community of practice by empowering others. Whether you're mentoring, teaching, or applying your subject matter expertise toward an activity, others will benefit from your experience and perspective.

VAP Rules:

- 1 hour spent sharing knowledge equals 1 VAP

Documentation for audit: Evidence supporting your arrangement, including notes from and dates of discussions and activities.

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Volunteering

You can use your domain-related services and experience to volunteer. Examples include, but are not limited to not-for-profits, start-ups, socio-economic disadvantaged, and veteran organizations.

VAP Rules:

- 1 hour spent volunteering equals 1 VAP

Documentation for audit: Evidence supporting your arrangement, including notes from and dates of discussions and activities.

Other VAP Policies

- Activities completed before you earn a Lean Six Sigma certification are not eligible as VAPs
- You cannot claim participation in the same course or activity more than once
- If you earn more than the required VAPs in your Value Added 616 Program rhythm, you may not apply the additional VAPs to your next cycle
- Maximum word count for reporting VAPs should not exceed 500 words and should not be less than the three-sentence minimum to qualify as a paragraph - be clear, concise, and precise

Certification Renewal Fees and Policies

After Value Added 616 confirms you meet the VAP requirements, an electronic notification is sent via email to apply for certification renewal. You will then be directed to submit the renewal fee payment on the Value Added 616 website. The renewal process can be completed at any point in the cycle after the VAP requirements have been met by submitting the payment. The payment must be submitted no later than 60 days after the cycle end date, or your certification will go into expired status.

- The renewal fee for LSSBB certification is \$100 every three years
- The renewal fee for LSSMBB certification is \$150 every three years

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After processing the completed application and the renewal payment your certificate will update within the database for download and/or printing.

Value Added 616 Audit Process

As the recipient of a Value Added 616 certification, you have agreed to comply with the terms of use, including adherence to the terms of the audit process. The terms of the audit process provide that all certification holders are subject to an audit. In the event of an audit, you will be permitted to renew your certification only after you successfully complete the audit and meet all the terms of the audit.

A percentage of certification holders will be randomly selected for Value Added 616's audit process annually. If you are selected for an audit, you will be asked to submit supporting material to verify any VAPs submitted. Therefore, it is important to keep documentation for all VAP claims for at least 6 months after the Value Added 616 Program cycle has ended.

Extenuating Circumstances

You may cancel your certification at any time. To do so, contact Sarah Chesla at Value Added 616 by emailing sarah.chesla@valueadded616.com

If there are other extenuating circumstances that prohibit you from completing the certification renewal process detailed in this handbook, please contact Sarah Chesla. Value Added 616 will review all claims on a case-by-case basis.

Certification Status

Your certification status is determined by participating in and fulfilling the requirements of the Value Added 616 Program. There are two certification statuses:

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Active Status

When you earn a certification, you are automatically in active status for three years. When you fulfill all Value Added Program requirements for your certification, including earning and reporting VAPs and submitting the renewal payment before the cycle end date, you are in active status.

Certification holders in active status will be automatically recorded in the online Certification Registry. You can select to be removed from the registry, your name not appearing in the registry does not automatically indicate that you are not certified.

Expired Status

You will lose your certification and go into an expired status if you do not earn the VAPs necessary or fail to submit your payment within 60 days of your certification cycle ending. When your certificate expires, you may not refer to yourself as a certificate holder and cannot use the certification designation. To obtain a new certificate you will be required to complete a new application (\$100) and retake the appropriate level exam (\$200).