



## Lean Bronze Certification: Education and Training Requirements

Please document the lean-related education, training, and development activities in which you have participated. They may include training (public or company-sponsored), conference attendance, hands-on workshops, books, videos, etc.

The education, training, and development requirement for Lean Bronze Certification is 80 hours.

Education, training, and development documentation **MUST** demonstrate continuing investment in your lean education over time. For example, if you started your lean journey in 2001, you should illustrate how you've invested in your education, training and development from 2001 to the present.

**Your education, training, and development for Lean Bronze Certification should include three (3) or more of the various categories of professional development activities listed below.**

**NOTE: Each category must not exceed a total of 32 hours of the 80 hours required (40% of the total requirement).**

CATEGORIES	
<b>Attendance</b>	
AME, or SME Chapter Meeting (meeting month/year)	1 hour per meeting
Conferences – Regional or National Lean Conferences (conference name/location/year)	3 hours per day of attendance
<b>Authorship/Ownership</b>	
Application for Lean Award (e.g., Shingo Prize, Best Plant) (provide award name/application date)	3.5 hours per application
Author a Published Lean Paper (provide paper title/publishing date)	3 hours per paper
Preparing Materials for Speaker (provide topic/speaker name/location/date)	0.5 hour per presentation, maximum 4 hours per year
Publish a Lean Book (provide book title/publishing date)	25 hours per book
Recertification Reflection Uploaded	6.5 hours, limit one per recertification period

<b>Education</b>	
College Course – Body of Knowledge Related (course name/year)	15 hours per college credit hour
Continuing Education Units (CEU) (course name/year)	10 hours per CEU
Create Lean Training Material (provide topic/date delivered/audience)	1 hour per hour spent creating materials, maximum of 4 hours
National or Regional Sponsored Course/Workshop/Video/Webinar – Body of Knowledge Related (topic/year)	1 hour per hour
Lean Online Review/Training	1 hour per hour of instruction, maximum 16 hours
Read a Lean Book (provide title)	4 hours per book
Submit a Written Book Review (provide review/link for reference)	2 hours per book
Teach a Lean Course (provide name of course and date delivered)	1 hour per hour of instruction
Teach the AME/Shingo Institute/SME Lean Certification Exam Prep Course (course/date)	8 hours per prep course
<b>Involvement</b>	
Committee Activity (i.e., Lean Gold Certification interview team, writing articles, item writing, etc.) (activity/year)	0.5 hours per activity hour
Kaizen/Lean Event – Facilitator (event description/location/duration)	1 hour per event day
Kaizen/Lean Event – Participant (event description/location/duration )	0.5 hours per event day
Presenting/Co-Presenting Lean Event (lean event name/location)	1 hour per engagement
Read/Score AME/Shingo Institute Award Application/Achievement Report (business name/location/year)	4 hours per application/achievement report
Review a Lean Certification Portfolio or Accomplishment Record (candidate name/month/year)	2 hours per Portfolio/accomplishment record
Proctor a Lean Exam	1 hour per exam, maximum 4 hours per year

<b>Leadership</b>	
Elected Officer of a Lean Organization (position/organization/year(s) of service)	8 hours per year of service
Member Leader of a Lean Organization (name of organization/year(s) of service)	5 hours per year of service
Member Who Performs Ad-Hoc Sub-Committee Responsibilities (committee/organization)	1 hour per event/activity, for a total of 9 hours per year – 24 hours maximum for ad-hoc service
Mentoring (mentee's name)	1 hour per hour, maximum of 24 hours per year
Organize a Lean Event for AME, Shingo Institute, or SME (event name/date)	2 hours per event
<b>Go to Gemba</b>	
	<b>Maximum: 24 hours over a three-year period</b>
Book Review for Shingo Institute or Lean Certification Recommended Reading List (provide book title)	2 hours per assessment: written report required, maximum of 4 hours per year
Lean Employment (company name/position title/duration)	2 hours per month, maximum of 8 hours per year
Plant/Site Assessment (company name/location)	4 hours per assessment: written report required, maximum of 8 hours per year
Plant/Facility Tour (facility name/location)	1 hour per tour, maximum of 4 tours per year
<b>Customer Feedback</b>	
LinkedIn, Lean Registry, or Other Documented Recommendation/Testimonial (name/position title)	0.5 hours per written recommendation/testimonial

Your total combined education, training, and development MUST include all four (4) categories of the Lean Certification **Body of Knowledge** (PDF):

- Cultural Enablers
- Continuous Process Improvement
- Consistant Lean Enterprise Culture
- Business Results

Indicate the parts of the Lean Certification Body of Knowledge covered in the training you've documented by placing X's in the appropriate columns of the Lean Certification Body of Knowledge categories. Please refer to the Lean Certification Body of Knowledge for the topics covered under each major category.

NOTE: If you are including Kaizen events or other "hands-on" events in this section, they may not be used for your Portfolio projects. You may only count each activity or event one time within your Portfolio.