



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 credits.

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 credits of the 80 credits required (40% of the total requirement).

ATTENDANCE

AME or SME Chapter Meeting (meeting month/year)	1 credit per meeting
Conferences – Regional or National Lean Conferences (conference name/location/year)	4 credits per day of attendance

AUTHORSHIP/OWNERSHIP

Application for Lean Award (e.g., Shingo Prize, Best Plant) (provide award name/application date)	3.5 credits per application
Author a Published Lean Paper (provide paper title/publishing date)	3 credits per paper
Write Blog	0.5 credit per blog
Preparing Materials for Speaker (provide topic/speaker name/location/date)	0.5 credit per presentation, maximum 4 credits per year
Publish a Lean Book (provide book title/publishing date)	25 credits per book
Upload Recertification Reflection	4 credits, limit one per recertification period

EDUCATION

College Course – Body of Knowledge Related (course name/year)	15 credits per college course (graduate) 10 credits per college course (undergraduate)
Continuing Education Units (CEU) (course name/year)	10 credits per CEU
Create Lean Training Material (provide topic/date delivered/audience)	2 credits per material creation
Participate in or watch Lean Video/Webinar – Body of Knowledge Related (topic/year)	0.5 credit per hour of participation or watch time
Lean Online Review/Training, Bronze Exam Review	1 credit per hour of instruction, maximum 16 credits
Read a Lean Book (provide title)	4 credits per book
Submit a Written Book Review (provide review/link for reference)	2 credits per book
Teach a Lean Course (provide name of course and date delivered)	1 credit per hour of instruction
Teach the AME/Shingo Institute/SME Lean Certification Exam Prep Course (course/date)	8 credits per prep course

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INVOLVEMENT

Committee Activity (e.g., Lean Gold Certification interview team, writing articles, item writing, etc.) (activity/year)	0.5 credit per activity hour
Kaizen/Lean Event – Facilitator (event description/location/duration)	4 credits per event day
Kaizen/Lean Event – Participant (event description/location/duration)	1 credit per event day
Presenting/Co-Presenting Lean Event (lean event name/location)	1 credit per engagement
Read/Score AME/Shingo Institute Award Application/Achievement Report (business name/location/year)	4 credits per application/achievement report
Review a Lean Certification Portfolio or Accomplishment Record *must be lean certified (candidate name/month/year)	4 credits per Portfolio/accomplishment record
Proctor a Lean Exam	1 credit per exam, maximum 4 credits per year

LEADERSHIP

Elected Officer of a Lean Organization (position/organization/year(s) of service)	8 credits per year of service
Member Leader of a Lean Organization (name of organization/year(s) of service)	5 credits per year of service
Member Who Performs Ad-Hoc Sub-Committee Responsibilities (committee/organization)	1 credit per event/activity– 24 credit maximum for ad-hoc service
Mentoring (mentee's name)	1 credit per hour, maximum of 24 credits per year
Organize a Lean Event for AME, Shingo Institute, or SME (event name/date)	4 credits per event

GO TO GEMBA

Maximum: 24 credits over a three-year period

Book Review for Shingo Institute or Lean Certification Recommended Reading List (provide book title)	2 credits per assessment: written report required, maximum of 4 credits per year
Lean Employment (company name/position title/duration)	2 credits per quarter, maximum of 8 credits per year
Plant/Site Assessment (company name/location)	4 credits per assessment: written report required, maximum of 8 credits per year
Plant/Facility Tour (facility name/location)	1 credit per tour, maximum of 4 tours per year

CUSTOMER FEEDBACK

LinkedIn, Lean Registry, or Other Documented Recommendation/Testimonial (name/position title)	0.5 credit per written recommendation/testimonial
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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.