

CLF™ and CMLF™ Application Requirements

If you have queries or feedback, please contact Executive Director for INIFAC at +1 479-200-3311 or info@inifac.org

Factors & Considerations	INIFAC Certified Learning Facilitator Levels	
	Certified Learning Facilitator (CLF™)	Certified Master Learning Facilitator (CMLF™)
Number of Sessions to include in Experience List.	<p>7 Sessions or more.</p> <p>Up to 50% of which can be virtual (up to 3 sessions can be virtual and rest are in-person sessions).</p>	<p>30 Sessions or more.</p> <p>Up to 50% of which can be virtual (up to 15 sessions can be virtual and rest are in-person sessions).</p> <p>If you are already an:</p> <ul style="list-style-type: none"> • CLF™ from INIFAC), or • Associate Professional in Talent Development (APTD) from the Association for Talent Development (ATD); you receive credit for 10 sessions <p>You need to submit just 20 sessions but not reuse the sessions you submitted for CLF™). Of those 20, up to 50% of which can be virtual, rest are in-person sessions).</p>
Number of Verifiable Clients / Sponsors.	3	5
Simulated Video Recording Requirement.	<p>15 mins instruction giving.</p> <p>45 mins conduct of simulated training.</p> <p>15 mins of review with participants & reflection.</p>	<p>15 mins instruction giving.</p> <p>45 mins conduct of simulated training.</p> <p>15 mins of review with participants & reflection.</p>
Number of Competency Standards.	<p>Total 25 sub-competencies</p> <p>(5 competencies with 5 sub-competencies each).</p>	<p>Total 25 sub-competencies</p> <p>(5 competencies with 5 sub-competencies each).</p>
Assessment Score.	Min 2.5 out of 5 in each of the 5 competencies.	Min 4.0 out of 5 in each of the 5 competencies.

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Recertification Requirement.	Valid for 5 years. Renew every 5 years. OR proceed to CMLF™.	Valid for 3 years. Renew once and become tenured for lifetime.
Application fee.	See separate table	

<p>INIFAC CMLF™ Competency Standards. Each Competency has 5 sub-competencies.</p> <p>A. Program Design: Prior to the training, the CMLF™ considers; program design and learning experiences to stimulate learning and increase learner involvement and hence address the needs of learners.</p> <p>B. Delivery Method: During the program, the CMLF™ uses andragogy to address the learners' needs and knowledge transfer.</p> <p>C. Communication: In all aspects of presenting the programme, the CMLF™ understands they are ALWAYS communicating and is a master communicator.</p> <p>D. Program Evaluation Methods: During and following the program, the CMLF™ assesses the achievement of learning objectives. Evaluation methods deal with both the intended and incidental impacts of the program.</p> <p>E. Professional Standards and Ethics: Through their behavior, the CMLF™ adheres to a code of conduct that includes legal, ethical, and moral standards appropriate to local laws, customs, and practices.</p>

CLF™ and CMLF™ Written Competencies Response Form – Please Insert Your Name here

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A. Program Design: Prior to the training, the CMLF™ considers; program design and learning experiences to stimulate learning and increase learner involvement and hence address the needs of learners.

- A.1 CMLF™ asks questions to assess learning goals and objectives to gain agreement on the learning outcomes.
- A.2 CMLF™ incorporates learners needs in preparing for the session.
- A.3 CMLF™ incorporates multiple collaborative learning techniques to draw on the group’s prior experience & knowledge and promotes shared commitments to learning.
- A.4 CMLF™ demonstrates an understanding of the effective use of visual, auditory and kinesthetic learning styles.
- A.5 CMLF™ is aware of the methods to help internalize learning.

B. Delivery Method: During the program, the CMLF™ uses andragogy to address the learners’ needs and knowledge transfer.

- B.1 CMLF™ is poised and projects confidence in their skills and abilities to facilitate learning programs.
- B.2 CMLF™ fosters openness by creating and maintaining a safe and inclusive environment.
- B.3 CMLF™ determines specific learning styles within the group and adapts teaching strategies to maximize learning.
- B.4 CMLF™ directs and motivates learners through key activities for specific learning outcomes.
- B.5 CMLF™ uses the energy within the room and pacing of the curriculum to manage the group process and momentum.

C. Communication: In all aspects of presenting the programme, the CMLF™ understands they are ALWAYS communicating and is a master communicator.

- C.1 CMLF™ delivers instructions in a way that the learner understands the purpose, process steps and deliverables.
- C.2 CMLF™ is open to different perspectives and opinions on the topic.
- C.3 CMLF™ displays the ability to build rapport and promote learning.
- C.4 CMLF™ detects and addresses dysfunctional behavior during the learning experience.
- C.5 CMLF™ effectively identifies and summarizes learning points.

D. Program Evaluation Methods: During and following the program, the CMLF™ assesses the achievement of learning objectives. Evaluation methods deal with both the intended and incidental impacts of the program.

- D1. CMLF™ uses appropriate evaluation methods & tools to verify the extent learning outcomes have been achieved.
- D2. CMLF™ determines the relevance, effectiveness, and impact of learning activities in the development of the evaluation process.
- D3. CMLF™ uses a program evaluation process that is complete and fair to the extent learning outcomes were achieved.
- D4. CMLF™ uses evaluation methods to make changes and modifications to future programs.
- D5. CMLF™ displays self-awareness and understands their impacts on learners and adapts accordingly.

E. Professional Standards and Ethics: Through their behavior, the CMLF™ adheres to a code of conduct that includes legal, ethical, and moral standards appropriate to local laws, customs, and practices.

- E.1 CMLF™ respects the privacy of individuals and does not share any private or confidential information without specific authorization. CMLF™ informs learners of the limits of confidentiality. Examples include but not limited to, causing harm to self or others, and violating laws.
- E.2 CMLF™ ensures their work is as accurate as possible. Crediting all sources of information presented.
- E.3 CMLF™ fosters a learning culture that protects against discrimination and promotes diversity (invitation to session), equality (giving everyone equal time to speak), inclusion (involving everyone), and equity (treating with fairness).
Examples: race, disability, age, gender, sexual preference, national origin, religion, ethnicity.
- E.4 CMLF™ exhibits a concern for the learner’s privacy and experiences by creating a respectful & trustworthy environment.
- E.5 CMLF™ is cautious about disclosing client information while using social media and considers how their public conduct may reflect on themselves and their profession.