

## Lean Six Sigma Licence of Current Practice

This document describes the process by which BQF certified Green, Black and Master Black Belts can demonstrate that their Lean Six Sigma knowledge and practical skills remain up to date and develop over time.

BQF will maintain a publicly viewable register of current practitioners on its website.

### How it works

When you first certify, along with your Green/Black/Master Black Belt certificate, you receive a Licence of Current Practice. This will expire after 3 years. In order to renew your licence, you need to demonstrate that you have undertaken Continuing Professional Development (CPD) in the Lean Six Sigma field over the last three years.

There are two aspects to the CPD, both of which must be evidenced:

- Acquisition of new knowledge
- Continuing practice of Lean Six Sigma

### Acquisition of New Knowledge

This is normally achieved through the completion of relevant Lean Six Sigma / Continuous Improvement (LSS/CI) training through a recognised, reputable organisation. You should obtain a certificate of training completion showing the course name, number of training days / hours and the course contents list.

An acceptable alternative route to new knowledge acquisition can be through attendance at an LSS/CI professional seminar (eg BQF seminar) at a rate of one seminar day = 0.5 training days. Again, you will need to obtain evidence of your attendance from the professional body showing duration and content.

### Demonstration of Continuing Lean Six Sigma Practice

Continuing practice of Lean Six Sigma is normally demonstrated through leadership of LSS Projects / Rapid Improvement Events at the relevant Belt level using the DMAIC, DMADV or equivalent structured approach.

Alternatively, the following Lean Six Sigma / Continuous Improvement (LSS/CI) activities are acceptable:

#### Green Belt

- Facilitation of workshops using the LSS approach or LSS/CI Tools
- Use of LSS/CI tools and methods in business as usual activities

#### Black Belt

Green Belt activities “at Black Belt level” plus

- Coaching others in the use of LSS/CI tools and methods
- Development or delivery of LSS/CI training
- Writing and presentation of LSS/CI technical papers / publications
- CI deployment

Evidence of practice is required and it is suggested that a journal is maintained or you may wish to complete the application form below as you progress.

### Evidence Requirement

Over the three years since the issue date of your most recent licence, the minimum amount of new learning and continuing practice for renewal is listed in the table.

	<b>New Learning</b>	<b>Continuing Practice</b>	<b>Price</b>
<b>Green Belt</b>	3 Days	2 Green Belt projects or 20 days of relevant activities	£150
<b>Black Belt</b>	6 Days	4 projects (at least 2 at Black Belt level) or 40 days of relevant activities	£300
<b>Master Black Belt</b>	See below	See below	£600

VAT will be added at the relevant rate

New learning acquired through attending a relevant seminar is credited at the rate of 0.5 days learning per one day's seminar attendance.

In the above table, a project means a Green or Black Belt project of the same scale and complexity as those carried out for Green or Black Belt certification.

Your learning and practice activities should be documented using the attached form, one training course/activity per section. Please copy and paste the tables as often as required.

To maintain your licence, you should submit the completed application form no sooner than 3 months and no later than one month before your licence expiry date. Your new licence will expire 3 years after the expiry of your current licence.

### Master Black Belts

The principles and approach described above should be followed in general but a more flexible assessment process reflecting the wide variation in MBB roles applies. You do not need to use the forms below to document your evidence.

1. Please submit your CV detailing relevant training and CI activities you have undertaken over the last three years. These could include:
  - Coaching others in the use of LSS/CI tools and methods
  - Development or delivery of LSS/CI training
  - Writing and presentation of LSS/CI technical papers / publications
  - CI Leadership, Strategy Development, Deployment
  - Organisational Assessments led
  - CI Programme Governance
  - Consultancy assignments
  - MBB level projects

Please include training certificates etc
2. In addition, please submit a case study or thought-leadership article you have written. This can be on any topic relevant to the field of Lean Six Sigma or Continuous Improvement.

### FAQs

**Does my GB/BB/MBB certificate expire?**

*No. The principle is the same as, for example, a university degree certificate. This certifies that you achieved this qualification on the date shown on your certificate but does not indicate whether you have maintained and further developed your skills since that date.*

**What happens if I do not renew my licence within three years?**

*You can renew your licence by following the standard certification process. The normal certification fee will apply.*

**It is more than three years since I certified but the recertification process was not available when my three year anniversary passed.**

*You can obtain a licence using the licence renewal process up to 31<sup>st</sup> December 2017 irrespective of the date of your original certification.*

**It is less than three years since I certified and I did not receive a licence of current practice with my GB/BB/MBB certificate.**

*BQF will be happy to issue a licence of current practice on request. It will expire three years after the date of your certification or December 31<sup>st</sup> 2017, whichever is later.*

**Is online training accepted for acquisition of knowledge.**

*Yes, provided it meets the same criteria as classroom training and can be evidenced as described.*

**Is internal company delivered training accepted?**

*Yes, provided it is a formal course endorsed by your company's training department and can be evidenced as described.*

**I was certified as a BQF Green Belt but then subsequently upgraded to BQF Black Belt, do I need to keep my Green Belt licence up to date?**

*No, it is superseded by the Black Belt licence.*

**I was certified as a Green Belt by another organisation. Can I obtain a licence of current practice through BQF.**

*You will first need to certify through BQF and then can renew your licence every 3 years.*

**Could you define "recognised, reputable (training) organisation".**

*It would be unfair for us to insist that only officially accredited BQF training organisations can provide training for these purposes but we also need to protect the integrity of the licence. We suggest that you use good judgement when selecting training providers. We reserve the right to refuse to accept training certificates from organisations whose credentials we cannot satisfy ourselves are acceptable.*