



Lean Six Sigma Master Black Belt Certification Application

By

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Greetings:

The Breakthru Institute serves as your Facilitator to gaining the skills and methodology to reduce and/or eliminate roadblocks that occasionally arise in your business, talent base, leadership or processes. Our training experiences focus on best practices and techniques. We also bring into our universe practical tools that are easy to implement in your organization. We are in the classroom... We are virtual... and We are here to coach you when you want independent study.

This application is designed to assist us in selecting the right candidates for our Certification Programs. As you will see in reviewing the criteria, it is meant to help us to understand your experiences and knowledge as a practitioner in your organization or in industry as an independent practitioner.

On behalf of the CMA Consulting Team, we look forward to receiving your submission and ultimately developing a continued value-added business relationship as you embark on your journey. If you require additional information, please do not hesitate to contact our office at 954-476-3525 or via email, thebreakthruinstitute@gmail.com.

Kindest regards,

Gail P. Birks, EMBA, LMBB, IATA

Managing Director

Lead Instructor

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GET STARTED

The Breakthru Institute (TBI) Master Black Belt (BB) Certification Excursion is another step forward in your passage to career excellence. It targets individuals who possess expertise and practical knowledge of best practices in the universe of continuous improvement.

MASTER BLACK BELT CANDIDATE ELIGIBILITY*

TBI Master Black Belt Candidates have exhibited consistency in leadership capability, innovation and strong advocacy for quality and continuous improvement in their organizations.

To be considered eligible for certification as a TBI Master Black Belt, candidates must successfully meet all requirements which include...

- Candidate holds a current Black Belt Certification (CSSBB)
- Completion of at least 7-10 Six Sigma projects or 5 years of experience in the role of a SSBB participating/leading Black Belt level enterprise-wide projects.
- Candidates must present for review a project portfolio for review and approval only then will the candidate be eligible for entrance into the MBB Program

The project portfolio is required to assess the demonstrated skills and ability of the candidate in using the Lean Six Sigma methodologies. It will be evaluated by the TBI Master Black Belt.

The portfolio review is meant to assess the following key indicators in practice:

- Teaching, coaching, mentoring
- Occupational experience and responsibility
- Technical experience/innovation

**The criteria contained in this application is in compliance with the published criteria of the Quality Industry.*

BASIC REQUIREMENTS FOR MASTER BLACK BELT APPLICATION

Candidates must meet the minimum scoring requirements for each of the noted performance indicators. Scoring is on a scale of 1-10 points

Occupational Experience & Responsibilities	5 points
Technical Experience and Innovation	10 points
Leadership	10 points

NOTIFICATION OF RESULTS

Candidates should allow 3-5 weeks after their portfolio and application is submitted for a response for eligibility.

SUBMISSION CONTENT

Candidates must submit...

- Current Resume
- Copy of (Lean) Six Sigma Black Belt Certification. The certification must be active.
- Six Sigma projects must relate to the published Body of Knowledge (BoK) and exhibit a cost/revenue/performance transformation of at least \$150K-200K.
- Letter of Sponsorship from Supervisor (if applicable)
- Proof of fulfillment of Experience Levels

Submissions can be submitted in electronic copy to thebreakthruinstitute@gmail.com

TBI CONFIDENTIALITY STATEMENT

TBI understands and agrees that all information is to be considered confidential and proprietary to the applicant and TBI and shall not use the confidential information for any other purpose than business with the applicants portfolio review.

SIX SIGMA PROJECTS DEFINED

Candidates must submit no less than 7-10 projects in this application. Project criteria includes...

- Reduced product/service defects
- Reduced cycle time
- Enhanced performance
- Reduced attrition of employees/customers
- Reduced setup time
- Minimization of Costs/Maximization of revenues
- Market share increase
- Improved branding
- Proof of Leadership in the mentoring of lower belt levels on process and performance improvement projects

Projects ineligible are...

- Repackaged or classroom exercises
- Projects used for prior certifications
- Projects void of problem statements and/or cost benefits
- Any project without measured current/future cost/revenue benefits

LMBB APPLICATION FORM AND CONTACT INFORMATION

1. NAME/ ADDRESS/CONTACT INFORMATION

Mr. ___ Mrs. ___ Ms. ___ Dr. ___ Other (please specify) _____
 First Name _____ Middle Initial _____ Last Name _____
 Home Address _____ Apt./Ste. _____
 City _____ State/Prov. _____ Zip/Postal Code _____ Country _____

Home Phone () _____
 Employer/ Co. Name _____ Your title _____
 Employer Address _____
 City _____ State/Prov. _____ Zip/Postal Code _____ Country _____
 Business Phone () _____ Fax # _____
 Email Address _____

2. REGISTRATION FEE

Please make checks payable to: The Breakthru Institute

Tuition can be paid by checks/money order/credit card, PayPal All balances must be included at the time of eligibility being confirmed.

Check No. _____ (U.S. dollars drawn on a U.S. Financial Institution)

Credit Card

Check One: Visa ___ Mastercard ___ AMEX ___

Card No. _____ Exp. Date _____

Security No. _____ Zip Code/Postal Code _____

Cardholder Name: _____

Cardholder Address: _____

Certification Tuition: \$12,562 Classroom

\$12,562.00 Online Blended

- Portfolio review - \$850.00
- Course - \$11,362
- Books and Reference Materials - \$350.00
incl. in course fee.
- Exam - included in the tuition

(online hosting fees may also apply)

3. (LEAN) SIX SIGMA BLACK BELT EXPERIENCE
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Date you attained LSSBB Certification (mm/dd/yy) and what certifying organization (with city and state/country).

____ / ____ / ____ Certifier: _____

How long have you been in the role of a Six Sigma Black Belt? _____ (years/months)?

How many Black Belt projects have you completed since your initial certification? _____

Are you currently functioning in the role of a Master Black Belt? ___ yes ___ no

4. WORK EXPERIENCE/HISTORY

Attach a copy of your current resume with references.

5. (LEAN) SIX SIGMA TENURE REQUIREMENTS

Candidates must have at least 5 years of experience serving in the role as a (L)SSBB and completed no less than ten (10) Black Belt level projects.

BURDEN OF PROOF – EVIDENCE

In accordance to the of the Breakthru Institute, the following statement is meant to describe what “evidence” is. This criterion will be used by the LMBB when assessing whether eligibility is granted.

The BB Candidate bears the burden of proof for their submissions in support of this application and must present sufficient evidence with their application at the time of submission. The burden of proof must be fulfilled by establishing positive evidence in support of the request for admission into the program. The LMBB will see to authenticate such evidence in terms of ownership, authorship or co-authorship where applicable. If the evidence submitted is inadequate or fails to satisfy the burden of proof by addressing the requirements, the candidate will have failed to establish adequately the burden of proof. This could result in the application being denied.

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- Evidence 1: All evidence submitted shall address or cover the BoK for a Certified Black Belt
- Evidence 2: All evidence submitted shall authenticate the candidate's role clearly
- Evidence 3: All evidence submitted shall be sufficient in completeness
- Evidence 4: All evidence submitted shall be clearly labeled
- Evidence 5: All evidence submitted shall be legible and clear in terms of presentation
- Evidence 6: All evidence submitted shall be supported by employer verification or attestation

(LEAN) SIX SIGMA BLACK BELT EXPERIENCE/VERIFICATION

Please attach evidence of at least 5 years of experience serving in the role of an active Black Belt or Project Manager. The following are examples of acceptable evidence.

- Letters from employer or clients detailing the following pertinent information
- Company name, date of employment (start-finish)
- Position, responsibility and duties
- List of Black Belt projects completed
- Accomplishments

Describe any other experience that shows you have at least 5 years' experience as a (L)SSBB and provide documentation to support.

BLACK BELT CANDIDATE PORTFOLIO GENERAL INSTRUCTIONS

To demonstrate your experience, please describe specifically how you met each criteria, as deemed appropriate.

documented evidence must be provided in support for each criteria and labeled. This ensures that the review process is credible and fair.

Please follow the following criteria and considerations:

- ***Briefly summarize how you meet the criteria for Master Black Belt. Included details such as ...***
 - A Project Charter or Project Closure Report (signed by Process Owner/Champion) is preferred
 - This document should include ...
 - Project Description and Objectives/Goals
 - Problem Statement
 - Your specific role
 - Number of people involved and positions
 - ***Outcomes achieved***
- ***Submissions should be emailed in PDF format to ensure that content is preserved.***

SIX SIGMA BLACK BELT PROJECT AFFIDAVIT/ VERIFICATION

You must complete an affidavit in support of each of the 10 projects completed and listed in this section. Affidavit forms are included at the end of the application.

Completed Black Belt Projects	Date:
<i>1.</i>	
<i>2.</i>	
<i>3.</i>	
<i>4.</i>	
<i>5.</i>	
<i>6.</i>	
<i>7.</i>	
<i>8.</i>	
<i>9.</i>	
<i>10.</i>	

SIX SIGMA PROJECT AFFIDAVIT EXPLANATION PAGE

1. Print name of Six Sigma Master Black Belt Candidate
2. List official name of the Six Sigma Black Belt Projects as they are listed in your Project Charters
3. Explain briefly the problem you needed to be solved and how it related to your organization's objectives
4. List the project's start and completion dates by month and year
5. Please list the Six Sigma tools used. Be specific as to the name of the tool, specific data, measures, and metrics used. Provide as many examples as possible. The project Closure Report Summary is the best instrument to use for this inquiry if applicable)
6. Explain briefly the level of goal attainment. Specifically was the goal achieved? If not, the causes and/or effects that prohibited candidate from completing the project.
7. Verification must include the project Champion's Signature (print name) and date signed. Include contact information for verification purposes.

SIX SIGMA BLACK BELT PROJECT AFFIDAVIT/VERIFICATION FORM

Candidates will need to complete a copy of this form to support each Six Sigma project listed as proof of experience or projects completed.

1. Six Sigma Project completed by _____
 (Applicant name) (Signature) date

2. Six Sigma Project Title _____

3. Provide a brief description of the purpose of the project and how it related to the strategic business plan of your employer/client.

4. Six Sigma start and completion date ___/___/___ to ___/___/___

5. Provide a brief description of direct involvement in completing the Six Sigma project. Please include (specific examples of tools used i.e., Process mapping, Operational Definition Charts, COPQ, RTY, Gage R&R, X Charts, Yamazumi Chart, etc.)

6. Provide a brief statement of the benefits achieved by the successful completion of the project, including but not limited to financial savings, labor, material costs, cycle time reduction, etc.

7. Acknowledgement of completion of project by Champion. If you are no longer with the organization that the project was performed, submit the final Project Charter and/or Project Closure Report with the Champion's signature. Otherwise complete the section below.
 Verification form acknowledged by: _____
 (project champion's signature) (date signed)
 Champion's name _____ Job Title _____
 Company Name _____
 Address _____
 Champion's Email Address _____
 Champion's telephone # _____ Champion's Fax _____