

Women of Today Certifications

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Introduction

Certifications are a unique offering of Minnesota and United States Women of Today Programming. They offer an opportunity to focus on personal growth and be recognized for it. In the details below we have included who to send the certification to – usually to the Living & Learning State Program Manager. The certifications can be completed once each Women of Today year (May 1- April 30) and are due prior to the Annual Awards convention in May (but can be submitted earlier).

Most certification forms can be found in the Book of Forms on the MNWT website at <http://www.mnwt.org/bof/index.php>. Most forms are available in Adobe Acrobat PDF format and some allow you to fill out and submit online. The website path to each form is included below.

Minnesota Individual Certifications

Living & Learning Certification

The Living & Learning Certification consists of four areas: self growth, civic growth, spiritual growth, and growth through friends and family. You must complete two requirements in each section plus two additional requirements during each Women of Today year (May 1- April 30). Send the completed form to the Living & Learning State Program Manager to receive recognition and a certificate. The Living & Learning chapter manual available in the state store offers certification tips.

Path to Form:

From Book of Forms (www.mnwt.org/bof/index.php), choose Form Category “Programming: MNWT Forms”.

Personal Enrichment Program Certification

There are a variety of Personal Enrichment Courses (also known as PEP Courses) offered by the Minnesota Women of Today. A list of PEP Courses can be found on the MNWT website using the path below. The courses are self guided manuals or videos/DVDs. Members or chapters can also submit an outline for a new PEP course using the forms in the path below. New course outlines must be approved by the Living & Learning State Program Manager and Internal Vice President before an individual or chapter can submit for the new PEP course certification.

Path to Forms:

From Book of Forms (www.mnwt.org/bof/index.php), choose Form Category "Programming: MNWT Forms".

United States Individual Certifications

Health and Wellness Certification

This certification is offered through the Health and Wellness USWT Programming Area. This certification recognizes a member for participation in health and spiritual enrichment activities such as having a physical, certifying in CPR, and attending a spiritually orientated program. This certification should be sent to the MN Living & Learning State Program Manager and she will forward it to the appropriate USWT officer.

Path to Form:

From Book of Forms (www.mnwt.org/bof/index.php), choose Form Category "USWT Forms".

Personal Development Certification

This certification is offered through the Personal Development USWT Programming Area. It recognizes a member for developing themselves in a variety of ways. Areas on this certification include speaking, writing, and attending courses. This certification should be sent to the MN Living & Learning State Program Manager and she will forward it to the appropriate USWT officer.

Path to Form:

From Book of Forms (www.mnwt.org/bof/index.php), choose Form Category "USWT Forms".

STEP I, II, III, and IV Certifications

STEP stands for Success Through Enthusiastic Participation. STEP is a member activation and retention tool used to assist in maintaining interest and continued involvement for all chapter members.

STEP I must be completed within the first 120 days of membership. It helps the new member to familiarize themselves with local, district and state activities.

STEP II is for the person who has been a member for 12 months or less. By participation in this program, a member will become activated on the local, district and state levels.

STEP III is for the person who has been a member for 2 to 5 years. This program leads to continued activation on the various levels of our organization.

STEP IV is for the person who has been a member for six years or more. We refer to them as our 'seasoned' members as they are very active on the local, state and national level(s) and help with the continued growth of our organization. These members are very dedicated to our organization.

You can send your STEP certification to the US Women of Today STEP Program Manager at step_pm@uswomenoftoday.org.

Path to Forms:

From Book of Forms (www.mnwt.org/bof/index.php), choose Form Category "USWT Forms".

Outstanding Achievement in Programming

This certification honors a member who has certified in all US Women of Today areas (Health and Wellness, Personal Development, and STEP). Additional requirements include participation in the USWT External Programming area, another programming area, and a competition on the State or National level. This certification should be sent to the Minnesota Internal Programming Vice President and she will forward it to the appropriate USWT officer.

Path to Form:

From Book of Forms (www.mnwt.org/bof/index.php), choose Form Category "USWT Forms".

Certification Tips

Here are a few tips to help your chapter members certify each year.

- Some chapters print copies of each certification form, place them in a binder and have the binder available at chapter meetings and events. Members can review their forms and add items throughout the year and submit them when completed.
- You can also create certification packets by printing copies of each certification for each member and encourage them to fill them out and send them in.
- You can provide certification tips in your chapter newsletter. These could include links to articles that help members certify or ideas to fill in the "other" option that is included on many of the forms.
- Some chapters hold a certification night. Have copies of the forms available. Provide materials for each member to certify – such as articles, impromptu speech opportunities, and more. You may also just read through the form and encourage members to think of things they have done that apply to each category. If there is an Internet connection available, you can even fill out the forms online that night.
- Note that you do not need specific days for those items that require a date – a month and year are sufficient.
- You can count things done for Women of Today as well as things you did outside of Women of Today for completing the requirements. Think about things done at work or school, within other organizations, or with your family.
- Check the Living & Learning Chapter Information Packets or the Chapter manual for additional tips.