



Mindful Leader's Certification in Mindfulness Facilitation program aims to provide the industry standard in training and certification for workplace mindfulness.

Mindful Leader's mission is to foster the advancement of Mindfulness and Compassion in the workplace. Through the certification program participants gain an understanding of standards and best practices in workplace mindfulness, the authority to facilitate it, and the guidance to share the benefits of mindfulness in the workplace. The science, cultural trends, legal, ethical questions, and mindfulness practices are ever evolving. This all affects the ability to foster mindfulness in an organization. The most successful professionals will be those who have a deep understanding, commitment to continuously learn, hone their craft, and have the support of a peer group. This program is designed to do just that.

This document describes eligibility requirements, certification, annual recertification application, and the code of conduct.

Please note that this may be changed at any time as we continue to monitor the industry and ensure our program remains of high quality and value.

Eligibility

The course does not teach how to practice mindfulness and/or meditation – to become a student, you must already have a foundational personal mindfulness and/or meditation practice.

Although it is challenging to quantify a minimum standard of personal qualities and experience as a prerequisite to the Facilitator Training course, the following is defined as the minimum requirement. It is understood that individuals' experience can vary greatly.

Eligibility Requirements

To be eligible for the certification training program you must have completed a **MINIMUM of 2 out of the 4 following requirements:**

- Successfully completed an introductory or higher-level mindfulness or meditation course
- Attended a day-long or multi-day in-person retreat
- Be part of a meditation community, attending community sittings regularly
- Have a committed & consistent personal mindfulness & meditation practice for 6 months or longer

Student commitments:

- I commit to fully embodying my daily mindfulness meditation practice.
- I commit to continuously learn about meditation and mindfulness, with an open beginner's mindset.
- I commit to humility and to be conscious of how my ego is showing up in my interactions.
- I commit to developing my ability to speak publicly in a confident compassionate, articulate and approachable manner.
- I commit to a willingness to conduct sessions in a non-religious style, using universal language that is generally acceptable and inclusive.
- I commit to welcoming feedback and incorporating feedback into my continuous improvement.

Completion Requirements for Certification students:

This is a 12-week program, where students are part of a cohort and move through the program together.

Accountability to yourself, your peers and the instructor is required for this course. You will need to keep on track with the course schedule. We understand that life is busy and may affect your pace, but if you fall slightly behind, you commit to catching up. If you fall substantially behind, Mindful Leader has the right to deem your enrollment in default, however, we will make every effort to work with you towards success.

- The first 6 weeks are focused on learning. You will take the course online and receive resources to help you start and grow a respected ongoing group mindfulness meditation program.
- The second 6 weeks are focused more on practicing applying what you've learned in the training, with less course work.
- You will move through the course as scheduled, attending bi-weekly 90-minute Instructor Webinars, attending bi-weekly peer pod groups and completing all assignments by the deadlines.
- For the 12 week course, you will need to dedicate 2-4 hours per week to complete all assignments and attend webinars.
- You will be assigned to a peer pod group. Each person is expected to coordinate and facilitate one meeting during the course and lead a live guided meditation.
- You will be expected to gather a group of your own participants to start practicing during the course. The group you gather on your own will preferably be in a workplace setting. If this is not possible, rest assured that you can start with family and friends, if need be.

- You will be submitting a video of you conducting a mindfulness session for participants near the end of the course.

Only students who fully complete the entire program will be eligible to be assessed for Certification.

Not sure you qualify? Apply and we will review your application where we will ask specifics regarding your background, if you are not approved you will not be charged. Or you can email our team at Support@MindfulLeader.org with any questions.

Certification

Certification Requirements

To be eligible for Certification consideration, you must:

1. Fully complete all the course content according to the course schedule over the 12 week period. The first 6 weeks focus on the Training phase, and the second 6 weeks focus on completing the Certification requirements where you will have ample time to apply what you have learned in the Training phase.
2. Complete all tasks by the deadlines. These include but may not be limited to:
 - Attending live or watching replays of all Instructor Webinars
 - Participating in your small group pod meetings, and rotating being the Pod Lead with your group
 - Submitting an Action Plan
 - Agreeing to a Code of Conduct
 - Providing feedback through surveys
 - Practicing leading live, guided meditations, with your peer group and organizing a group in your own life (whether at work or in your personal life)
 - Video recording one of your sessions and submitting it for review
 - Submitting a document that summarizes your progress to date, and successes and challenges.

After the 12 week program ends, your Certification Portfolio will be assessed and you will receive a decision regarding your Certification.

Granting of certification

The granting of certification is not guaranteed, however, our philosophy is to support students to become successful facilitators if possible. If it is felt that a student is not ready to be certified, we will work with the student to suggest what extra work may be needed on an individual basis.

After the end of the course, assuming you have completed all requirements by the deadlines, you will hear back via email as to whether you have been granted Certification within six weeks.

- If certification is granted, you may use any of these titles:
 - Certified Mindfulness Facilitator
 - Certified Mindfulness Facilitator by Mindful Leader
 - CMF
 - CMF by Mindful Leader
- You will receive this digital badge that you may use as long as you are in good standing as a certified facilitator by Mindful Leader.
- Your information will be listed on the Mindful Leader website in a professional directory where potential employers or clients can find certified professionals and verify your credentials.
- Certification is valid for one year from the date issued in your Certification approval email.
- You'll be invited to join a **LinkedIn alumni group** to participate in our certified facilitator community. The aim is to provide an ongoing community for sharing, supporting and growing our practice.
- An annual recertification application process is required to maintain your certification status.



Annual Recertification Application

Staying connected with our community of facilitators will be key to your continuous growth and support as a certified facilitator.

Please note: We understand that facilitation opportunities will come and go. If you have not been steadily facilitating but plan to, you may still apply for recertification.

Each year, the annual recertification application process will include the following:

1. Re-signing the Code of Conduct.
2. Completing an application which will include:
 - Your current mindfulness and/or meditation personal practice
 - Your past year's facilitation experience
 - Your current facilitation activity
 - Your future facilitation plans
 - Your challenges and successes
 - How you have stayed engaged and contributed to the Mindful Leader facilitator community (ie: participated in the LinkedIn alumni group, shared your challenges, successes and resources, attended in-person or online Mindful Leader summits, un-retreats, etc)
 - Your own self-development in mindfulness (ie: read books, taken courses, attended retreats, kept abreast of industry developments, etc)

3. Paying the recertification fee (currently \$300 USD, subject to change).
4. Your application will be reviewed, and you will receive a decision regarding your recertification.

Revocation and Lapsing of certification

If a certified facilitator does not uphold the ongoing requirements of certification, or does not conduct themselves in a professional manner according to the Mindful Leader Code of Conduct, certification may be revoked.

If Annual Recertification is not completed or approved, the facilitator's certified status will be discontinued. The benefits associated with certification will also be discontinued.

Code of Conduct

The following code of conduct applies to when you are facilitating Mindfulness in a workplace environment.

The health and well-being of those I serve will be my first consideration.

- I will lead by example - committing to a daily mindfulness practice and attending to my own mental well-being;
- I will respect the culture, belief systems, value systems, and religions of those I serve;
- I will not permit age, disability, ethnicity, gender identity, nationality, political affiliation, race, sexual orientation, social standing or any other factor to intervene between my duty and those I serve;
- I will not violate the trust, confidentiality, or vulnerability of those I serve. I will respect the right use of power and will not engage in sexual misconduct of any sort;
- I am committed to sharing secular, evidence-based, workplace friendly practices;
- I will consider the discoveries of the latest scientific research and trends to ensure the validity and credibility of this work;
- I will attend to deepening my understanding, discovering new insights & practices, engaging respectfully with those I disagree with, and staying informed on the latest developments in this field to serve at the highest standard;
- I will share my knowledge for the benefit of all and will help foster the growth of this professional community;
- I will respect the interdependent ecosystem which we are a part and consider the environment, and the global impact of my actions.