PROGRAM DESCRIPTION

Acuity Institute’s Master Black Belt program is the most comprehensive and practical in the industry. A certified Master Black Belt (MBB) from Acuity Institute has both technical expertise and is adept at leading people, coaching, and driving continuous strategic performance improvement through the effective management of a portfolio of high profile projects. MBBS are an elite group of individuals who interface as trusted advisors to top leadership and management and align internal improvement initiatives to strategic priorities. They coach and train Black Belts, Green Belts and Lean Practitioners to deliver improved business results and accelerate positive change. MBB certification from Acuity Institute’s prestigious program is evidence of successful demonstration of the necessary skills and knowledge required to be effective in their role.

MASTER BLACK BELT CANDIDATE INFORMATION

Candidate Name

Email

Phone

PROGRAM FEE (please select your preferred option)

☐ Option 1: Pay in Full: $4,995

☐ Option 2: Subscription Plan: $250.00 USD monthly to enroll and thereafter until program completion or cancellation. Payment is due on or before the ____ day of every month from enrollment.

☐ Additional Item (optional): Printed course books (6): $630

☐ Did anyone refer you? If so, then who?

Name:

Email:

Contact #:

PREREQUISITE CHECKLIST – BLACK BELT CERTIFICATION

Acuity Institute Black Belt certification is preferred; certification from another school/company needs to be approved by Acuity Institute.

Certification Provider:

Certification Date:
CERTIFICATION REQUIREMENTS
The Master Black Belt Program Fee includes Parts 1, 2, 3, and 4 outlined below. MBB Candidates have up to 2 years to complete the program. MBB Candidates can extend their MBB program in 6 Month increments ($600 per 6 Months) for a maximum of 24 months of extended time.

Part 1

Master Black Belt Skills Development – Acuity Institute Training & Certification
There are six required courses for Acuity Institute’s Master Black Belt certification. Each course is designed to provide you with the knowledge and skills to be successful in your role as a Master Black Belt. The courses include comprehensive tools and techniques in each of their respective disciplines. The enrollment cost for all six courses is INCLUDED in the Master Black Belt Program fee.

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<th>Design for Six Sigma</th>
<th>Applied Statistics</th>
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Visit www.acuityinstitute.com for more information about the completion requirements for each of the courses listed above.

MBB Candidate Acknowledgement of Part 1 Requirements Listed Above (Initial):

Part 2

Project Execution – As the Project Leader
The requirements for Project Execution is to individually complete 3 Business Performance Improvement Projects using any of the following methodologies:

- DMAIC (Define, Measure, Analyze, Improve, Control)
- DMADV (Define, Measure, Analyze, Design, Verify)
- Kaizen (Plan, Do, Check, Act)
- Lean (FOCUS: Focus, Operate, Create, Utilize, Sustain)

The following are the specific requirements for each methodology type:

- DMAIC or DMADV - For each project submit the following:
  - Final Project Storyboard (using the Acuity Institute Lean Six Sigma Project Storyboard Template)

- Lean Project or Kaizen Event
  - For a Lean project submit the following: Final Project Storyboard (using the Acuity Institute Lean Project Storyboard Template, if your Lean project did not follow the FOCUS methodology, you can modify the template as needed)
  - For a Kaizen Event: In your own format include the following: the goal of the Kaizen Event, your approach to achieving the goal, the outcomes achieved, and lessons learned (i.e. what went well, what could be improved for future Kaizen Event facilitation)

Previously completed projects are evaluated on a case-by-case basis to ensure completeness. If the MBB Candidate has no prior project experience, then the above requirements need to be completed during the 2 year MBB Program timeframe.

MBB Candidate Acknowledgement of Part 2 Requirements Listed Above (Initial):
**Part 3**

**Knowledge Transfer – Coaching and Training Facilitation**

To provide you with the most flexibility, and to ensure alignment with your specific interests, you are required to complete **ONE** of the following three options.

**Option 1: Project Coaching**
- Individually coach and mentor 4 Business Performance Improvement Project Leaders (i.e. Black Belts and/or Green Belts) through project completion. The 4 projects coached include a combination of: DMAIC, DFSS, Lean, or Kaizen Event projects. For each project coached, provide the final project storyboards (including financial models used) and a description of coaching outcomes achieved.
- When the coaching requirements are complete (above), provide a 1-2 page “coaching summary” (word document) that describes the following (only one summary is required that encompasses outcomes from all four projects coached):
  - Your general approach to “project” and “belt” identification (provide actual examples)
  - Your general approach to coaching “belts” for results (provide actual examples)
  - How you manage “belts” that are not meeting expectations (provide actual examples)
  - Your approach to working with and managing project sponsors and senior leaders (provide actual examples)
  - Your approach to working with and managing other stakeholders (provide actual examples)
  - Lessons learned (i.e. what works well with your overall coaching approach, what are you looking to improve and how you plan to do this)

**Option 2: Training Facilitation**
- Individually create a one-hour training course on a relevant Business Performance Improvement topic.
- Facilitate the training course to 2 separate groups of 8 or more participants. Training can be conducted in person or virtually. Acuity Institute can assist in identifying training participants if needed.
- Provide training attendee rosters and course evaluations for each of the groups trained.

**Option 3: White Paper Development**
- Individually create a case study (i.e. white paper) on a relevant Business Performance Improvement topic.
- Presentation or publication to a relevant external organization is required (i.e. Industry Association).

Previously completed coaching, training, or white paper development experience is evaluated on a case-by-case basis to ensure completeness. If the MBB Candidate has no prior coaching, training, or white paper development experience, then the above requirements need to be completed during the 2 year MBB Program timeframe.

**MBB Candidate Acknowledgement of Part 3 Requirements Listed Above (Initial):**
Master Black Belt Certification – Program Application

Part 4

Certification Approval (Parts 1-3 are a Prerequisite to Part 4)

Step 1: Requirements Review
a. MBB Candidate completes required outcomes and documentation for certification (Parts 1-3)
b. MBB Candidate contacts the Acuity Institute Program Administrator to initiate the MBB Certification Approval Process
c. Program Administrator confirms candidate’s eligibility for MBB Certification
d. Program Administrator reviews MBB Certification Panel Process with candidate

Step 2: Certification Panel (virtual meeting)
a. The “MBB Certification Panel” conducts a dialogue with the MBB Candidate regarding the candidate’s “MBB Body of Work”
b. MBB Certification Panel decides if the MBB Candidate meets the requirements for certification
c. MBB Candidate is informed of the certification decision (yes or no) and feedback

MBB Candidate Acknowledgement of Part 4 Requirements Listed Above (Initial):

MASTER BLACK BELT PROGRAM APPLICATION SUBMISSION

Acuity Institute appreciates your interest in the Master Black Belt program and we thank you for taking the time to apply. Please sign this application as confirmation of your official application. The Acuity Institute MBB Program Administrator will be in touch in the next few business days. If/When you are accepted into the program, you will receive this application signed by the Acuity Institute MBB Program Executive Director to retain for your records.

__________________________________________  __________________________
Master Black Belt Candidate Signature        Date

When complete, please email the completed scanned copy of this application to support@acuityinstitute.com

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Acuity Institute Internal Use Only------------------------------------------------------

Accepted into the Acuity Institute MBB Program: Yes______ No______

__________________________________________  __________________________
Acuity Institute Managing Director Signature        Date