



# **Professional Development**

## **Certified Louisiana Economic Developer Recertification Application**

**LIDEA CLED Training Program  
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# Professional Development

## Recertification Requirements for the Certified Louisiana Economic Developer

Effective Date: 10-10-2018

Professionals with the Certified Louisiana Economic Developer (CLED) designation are eligible for recertification at the end of each three-year period by submitting an application for recertification to the Professional Development Committee of the Louisiana Industrial Development Executives Association (LIDEA).

A total of **10** points must be earned to retain certification based on the following scale:

Level Four – Earn four points for any of the following:

- Successful completion of an in-person, two-day class associated with the CLED Course or LIDEA Program
- Registration and attendance at the LIDEA Annual Conference
- Serve as a mentor for a minimum of one candidate in the CLED Program

Level Three – Earn three points for any of the following:

- Instruct, teach, or speak as part of the learning curriculum in the CLED Program
- Serve on the Board or as a committee chair for LIDEA or other qualifying national or statewide trade organizations\*

Level Two – Earn two points for any one of the following:

- Serve a minimum of one year as a committee member associated with LIDEA
- 

Serve a minimum of one year as a member of an economic development committee in the public/private sector

- Completion of an IEDC training, advanced training program, or technical course.
- Instruct, teach, or speak at any IEDC, SEDC, OU EDI training, advanced training program, or technical conference
- Attendance at state, regional, national, or international convention or formal training within your industry/career field
- Completion of a local, regional, or statewide leadership program

Level One – Earn one point for any of the following:

- Attendance at preconference workshops, other workshops, or programs specifically facilitated by LIDEA, the Professional Development Committee, or other LIDEA committee. The agenda or event program for the workshop/program must contain education, training, and/or professional development components.
- Participate in an IEDC webinar

\*Qualifying trade organizations include national or statewide utility associations, Louisiana Municipal Association, and the Policy Jury Association of Louisiana.

## **Certified Louisiana Economic Developer**



# Professional Development

## Recertification Process

### **The Recertification Application Process**

All CLED recertification applicants must complete the enclosed recertification form indicating their involvement in the economic development field since becoming certified or recertified.

### **The Application Fee**

The application fee is \$50 for recertification.

### **LIDEA Membership Requirement**

All candidates for recertification must be current, dues-paying members of LIDEA at time of recertification.

### **Demonstration of Continued Economic Development Experience**

The applicant must completely fill out the application form and submit a copy of his/her current résumé for recertification.

### **Notice of Application Approval**

Applicants meeting recertification requirements will receive notification of recertification. Applicants whose applications have been denied will receive notification and explanation of denial.

### **Certification Committee**

McNeese State University, LED, and the Louisiana Industrial Development Executives Association have established a CLED Advisory Council to oversee the certification and re-certification program. All concerns will be brought before the certification committee for review.

## **Recertification Application Instructions**

*Please read the following instructions before completing the attached form.*

### **Section A - General Information**

This information identifies the applicant's current address and employer. The applicant should only include an address at which he/she is sure to be reached within the next year. All correspondence will be sent to this address.

### **Section B – Applicant's Professional Development Record**

Fill out the professional development record, indicating the location and date for each event that qualifies for recertification.

### **Section C - Applicant's Signature**

Forms must be signed by the applicant in order to be processed.



# Professional Development

## CLED Recertification Form

*Please read all instructions before completing this form. Please attach a current résumé and any other pertinent backup documentation such as completion certificates.*

### Section A - General Information

Name \_\_\_\_\_

Title \_\_\_\_\_

Employer \_\_\_\_\_

Address to which all correspondence should be sent:

Address Line 1: \_\_\_\_\_

Address Line 2: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

### Section B – Applicant’s Professional Development Record

**Level Four** – Earn *four points* for any of the following:

or LIDEA Program

Course Title: \_\_\_\_\_

Date attended: \_\_\_\_\_

Course Title: \_\_\_\_\_

Date attended: \_\_\_\_\_

Year of Attendance at LIDEA Annual Conference: \_\_\_\_\_

Name of mentee: \_\_\_\_\_



# Professional Development

**Level Three** – Earn *three points* for any of the following:

Course Title: \_\_\_\_\_

Date of instruction: \_\_\_\_\_

Course Title: \_\_\_\_\_

Date of instruction: \_\_\_\_\_

Course Title: \_\_\_\_\_

Date of instruction: \_\_\_\_\_

Association or other qualifying national or statewide trade organizations (*qualifying organizations listed on page 2*)

Committee: \_\_\_\_\_

Year(s) served: \_\_\_\_\_

Committee: \_\_\_\_\_

Year(s) served: \_\_\_\_\_

Committee: \_\_\_\_\_

Year(s) served: \_\_\_\_\_



# Professional Development

**Level Two** – Earn *two points* for any one of the following:

Committee Name: \_\_\_\_\_

Year(s) served: \_\_\_\_\_

public/private sector

Committee Name & Organization: \_\_\_\_\_

Year(s) served: \_\_\_\_\_

Committee Name & Organization: \_\_\_\_\_

Year(s) served: \_\_\_\_\_

Committee Name & Organization: \_\_\_\_\_

Year(s) served: \_\_\_\_\_

program, or technical conference

Course Title: \_\_\_\_\_

Date attended: \_\_\_\_\_

Course Title: \_\_\_\_\_

Date attended: \_\_\_\_\_

conference

Course Title: \_\_\_\_\_

Date of instruction: \_\_\_\_\_

Course Title: \_\_\_\_\_

Date of instruction: \_\_\_\_\_



# Professional Development

Industry/career field \_\_\_\_\_

Conference Attended: \_\_\_\_\_

Date Attended: \_\_\_\_\_

Name of Program: \_\_\_\_\_

Date of Program Completion/Graduation: \_\_\_\_\_

**Level One** – Earn *one point* for any of the following:

LIDEA, the Professional Development Committee, or other LIDEA committee. The agenda or event program for the workshop/program must contain education, training, and/or professional development components.

LIDEA Event Attended: \_\_\_\_\_

Date attended: \_\_\_\_\_

Title of webinar: \_\_\_\_\_

Date attended: \_\_\_\_\_

Title of webinar: \_\_\_\_\_

Date attended: \_\_\_\_\_



# Professional Development

## Summary of Professional Development Record

Level Four Points: \_\_\_\_\_

Level Three Points: \_\_\_\_\_

Level Two Points: \_\_\_\_\_

Level One Points: \_\_\_\_\_

Total Points: \_\_\_\_\_

### Section C: Applicant's Signature

I, \_\_\_\_\_, verify that the above information is true and accurately portrayed. I acknowledge that if asked, I can provide documentation for attendance at these events.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Please return the completed application, your resume, and any other pertinent supporting documentation to:**

**LIDEA CLED Training Program  
4205 Ryan St, Lake Charles, LA 70605  
337-475-5560**

**Or scan and send to:**

**Email: [lideatraining@gmail.com](mailto:lideatraining@gmail.com)**

Checks can be made payable to **McNeese Foundation** with "CLED Recertification – Account 280" in the memo and sent to

**McNeese Foundation - Box 91989 - Lake Charles, LA 70609**