



# Lean Six Sigma Black Belt Certification Application

By

CMA Enterprise Incorporated  
207 Laurel Oak Lane, Suite B  
Davie, FL 33325 \* 954-476-3525  
[www.breakthruinstitute.biz](http://www.breakthruinstitute.biz)



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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.

Who can benefit by attending The Breakthru Institute Academies? The answer is EVERYONE! Our tools transcend across all industry lines and businesses large and small.

Through our methods of "EDU-TAINMENT" (that's education and entertainment squashed together), we bring new and innovative concepts to adult learning that have proven to be sustainable and transforming at all levels of your organizations. We focus on bringing out the AHA!!!! MOMENTS in you. We offer our training excursions through our academies, which are...

- Lean Six Sigma (Yellow, Green, Black, Champion and Kaizen) and exam proctoring
- Leadership and Managerial Excellence
- Entrepreneurial Excellence
- Diversity and Inclusion (Awareness, Race Relations, Supplier Diversity)
- Strategic Implementation Planning
- Practitioners' Academy (Train the Trainer)
- Board Governance

On behalf of the CMA Consulting Team , we look forward to your favorable feedback and ultimately developing a continued value-added business relationship. If you require information, please do not hesitate to contact my office at 954-476-3525 or via email, [thebreakthruinstitute@gmail.com](mailto:thebreakthruinstitute@gmail.com). We also invite you to visit our corporate website at [www.breakthruinstitute.biz](http://www.breakthruinstitute.biz).

Kindest regards,

Gail P. Birks, EMBA, LMBB, IATA

Managing Director

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## GET STARTED

The Breakthru Institute (TBI) 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.

## BLACK BELT CANDIDATE ELIGIBILITY\*

TBI 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 Black Belt, candidates must successfully meet all requirements which include...

- Candidate holds a current Green Belt Certification (CSSGB)
- Completion of at least 4 Six Sigma projects or 2 years of experience in the role of a SSGB participating/leading Green Belt level projects.
- Candidates must present for review a project portfolio for review and approval only then will the candidate be eligible for entrance into the BB 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 criteria contained in this application is in compliance with the published criteria of the International Association for Six Sigma Certification (IASSC).*

## BASIC REQUIREMENTS FOR 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 Green Belt Certification. The certification must be active.

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- Six Sigma projects must relate to the Body of Knowledge (BoK) and exhibit a cost/revenue/performance transformation of at least \$50K-100K.
- Letter of Sponsorship from Supervisor (if applicable)

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## 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 4 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

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



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## LSSBB 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: CMA Enterprise Incorporated dba 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: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Classroom Certification Tuition:**  
\$8500.00

- Portfolio review - \$500.00
- Course - \$7,500.00
- Exam - \$500.00.00

**Online Certification Tuition:**  
\$8,500.00 (hosting fees may apply)

- Portfolio review - \$500.00
- Course - \$7,500.00
- Exam - \$500.00.00

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### 3. (LEAN) SIX SIGMA GREEN BELT EXPERIENCE

Date you attained LSSGB Certification (mm/dd/yy) and what certifying organization (with city and state/country).

\_\_\_\_ / \_\_\_\_ / \_\_\_\_      Certifier: \_\_\_\_\_  
\_\_\_\_\_

How many Green Belt projects have you completed since your initial certification? \_\_\_\_\_

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### 4. WORK EXPERIENCE/HISTORY

Attach a copy of your current resume with references.

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### 5. (LEAN) SIX SIGMA TENURE REQUIREMENTS

Candidates must have at least 2 years of experience serving in the role as a (L)SSGB and completed no less than four (4) Green Belt projects.

## BURDEN OF PROOF – EVIDENCE

In accordance to the **Body of Knowledge standards published by the Quality Industry**, 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.

- Evidence 1: All evidence submitted shall address or cover the BoK for a Certified Green 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 GREEN BELT EXPERIENCE/VERIFICATION

Please attach evidence of at least 2 years of experience serving in the role of an active Green 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 Green Belt projects completed
- Accomplishments

Describe any other experience that shows you have at least 2 years' experience as a (L)SSGB 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 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 GREEN BELT PROJECT AFFIDAVIT/ VERIFICATION**

You must complete an affidavit in support of each of the 4 projects completed and listed in this section. Affidavit forms are included at the end of the application.

<b>Completed Green Belt Projects</b>	<b>Date:</b>
<i>1.</i>	
<i>2.</i>	
<i>3.</i>	
<i>4.</i>	

**SIX SIGMA PROJECT AFFIDAVIT EXPLANATION PAGE**

1. Print name of Six Sigma Black Belt Candidate
2. List official name of the Six Sigma Green 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 GREEN 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. \_\_\_\_\_
3. Six Sigma Project Title \_\_\_\_\_
4. Provide a brief description of the purpose of the project and how it related to the strategic business plan of your employer/client.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. Six Sigma start and completion date \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_
6. 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.)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
7. 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.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
8. 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 \_\_\_\_\_