

Becoming a Certified Conscious Discipline® Instructor



Our Mission Statement

"As Certified Conscious Discipline® Instructors, we are committed to spreading Conscious Discipline® to our community and the world."

What is a Conscious Discipline® Certified Instructor?

A Certified Conscious Discipline® Instructor, or CCDI, is an independent consultant who provides training, coaching and consulting about implementing Conscious Discipline®. CCDIs complete a level of competence in Conscious Discipline® and then earn endorsement by Loving Guidance, Inc.

Who May Become a CCDI?

Anyone who teaches Conscious Discipline® to others for a consultant fee or other monies must be certified. People who are sharing Conscious Discipline® for free or as part of their current staff development position need not be certified.

What are the Benefits of Certification?

- Receive free materials to develop your business, including 1) Display copies of Loving Guidance, Inc. product 2) Conscious Discipline® slides, 3) Loving Guidance, Inc. music as MP3's, 4) Marketing collateral, 5) New product samples
- Free tuition to select Conscious Discipline® Workshops (administrative fee applies)
- Become a Wholesale Distributor of Loving Guidance, Inc. products to earn income through sales
- Receive free brochures, catalogs and promotional materials
- Link to your website from the Loving Guidance, Inc. website
- Receive endorsement by Loving Guidance, Inc. as a qualified Certified Conscious Discipline® Instructor and receive possible referrals from Loving Guidance
- Use copyrighted Conscious Discipline® concepts and information in for-profit workshops (with proper attribution)
- Access to special events such as the CCDI conference



CCDI Official Policies and Procedures

This manual contains specific information necessary to fulfill your obligations as a CCDI. You will find it helpful in your journey as a business owner and CCDI. We encourage you to take full advantage of the many tools Loving Guidance provides for you to grow your business. Furthermore, by submitting a CCDI application, you are stating that you have read, are aware of, and agree to abide by the policies in this manual. Any person found to be out of compliance with the terms in this manual will have 30 days to comply, after which their status as a CCDI will be revoked.

Becoming a CCDI Requirements to be a CCDI

To become a CCDI, you must meet the following requirements:

1. Attend Conscious Discipline® 1 Summer Institute.
2. Implement Conscious Discipline® in your workplace or home.
3. Journal about the skills, methods, concepts, outcomes and life lessons you have experienced while using Conscious Discipline®. Journal at least twice a month for seven months, reflecting on the monthly Skills and Powers in the Conscious Discipline® book. Use the template in the back of this manual to create your journal entries. Alternately, you may submit a formal paper detailing your Conscious Discipline® experience. The paper should be 10 - 15 pages long, double spaced 12 pt. font. It should contain four parts:
 - a. Your discovery of Conscious Discipline®
 - b. Implementation strategies for Conscious Discipline®
 - c. Specific experiences with Conscious Discipline®
 - d. Growth you've achieved with Conscious Discipline®.
4. Attend Conscious Discipline® 2 Advanced Institute and give a presentation.
5. Procure three letters of recommendation about your ability as a presenter.
6. Video tape one hour of your presentations. Submit in DVD format only.
7. Have at least 100 people complete evaluations of your presentations using the evaluation tool in the back of this manual or similar evaluation form.
8. Write a 1,000-word essay on how you are using Conscious Discipline® in your professional and personal life, and your goals as a CCDI.

Applying to be a CCDI

Once the above requirements have been met, collect the following materials and send to the address below:

1. Application agreement located in the back of this manual
2. \$500 non-refundable first-year dues (\$250 in subsequent years)
3. Original journal or formal paper
4. Professional headshot and a 100-word biography to be posted on Conscious Discipline® website
5. Three letters of recommendation
6. 1-hour workshop video in DVD format
7. 100 evaluations
8. 1,000-word essay

Mail your application to:

Loving Guidance, Inc.
Attn: CCDI Application
PO Box 622407
Oviedo, FL 32762

Only complete applications containing all eight items will be accepted. After Loving Guidance receives your application materials, they will be thoroughly reviewed. Loving Guidance reserves the right to reject any application. Following the review process, you will be notified of your acceptance via mail, email and/or telephone.

CCDI applications are accepted quarterly. **Applications are processed on January 1, April 1, July 1 and October 1 only.** Applications postmarked after the quarterly processing date will be processed in the next quarter (for example, an application post marked January 2 would be processed on April 1). We suggest you send your registration a minimum of one week before the quarterly deadline.

Renewing Your CCDI Agreement

Your First Year as a CCDI

Renewals are due on July 1. Your first renewal is prorated. Subsequent renewals are \$250. Each CCDI is responsible for prompt renewal by July. Renew by following these guidelines:

1. Submit a completed renewal application found in the back of this manual
2. Submit your prorated renewal dues
 - January applicants - \$375.00
 - April applicants - \$312.50
 - July applicants - \$250.00
 - October applicants - \$187.50
3. Mail your renewal before July 1
4. Clear any account balance that is due to Loving Guidance (your balance must be cleared before your renewal can be processed)
5. Send an updated headshot, biography and website if desired

Your Second and Subsequent Renewals

1. Submit a completed renewal application found in the back of this manual
2. Submit renewal dues of \$250 (non-refundable)
3. Mail your renewal before July 1
4. Clear any account balance that is due to Loving Guidance (your balance must be cleared before your renewal can be processed)
5. Send an updated photograph, biography and website if desired

NOTE: Any renewal package postmarked after July 1 will be assessed a \$50 reinstatement fee in addition to regular annual dues.

The CCDI agreement is considered cancelled if no renewal package has been received after July 1. Once a CCDI's renewal date has passed, he or she forfeits all CCDI benefits, including permission to use Conscious Discipline® concepts for profit, until a renewal application and late fee are received. Loving Guidance, Inc. reserves the right to refuse renewal at its sole discretion. If Loving Guidance, Inc. refuses or suspends your application, you may reapply after one year by submitting an updated 1-hour DVD presentation and a new personal essay detailing skills learned since previous submission. After one year of expired or lapsed CCDI status, you must submit a new full CCDI application.

Journal Template

Power for the month (per Conscious Discipline® book):

Skill for the month:

How have I used the power/skill in my personal/professional life?

How have I become aware of old patterns and perceptions?

What have I done to make internal changes related to this power?

What have I done to make external changes related to this skill?

Additional thoughts and reflections:

Additional questions:

Certified Conscious Discipline® Instructor Application and Agreement **2010**

Please check one:

- New applicant (\$500)
 1st renewal year
 Jan (\$375.00) April (\$312.50)
 July (\$250.00) Oct (\$187.50)
 2nd or subsequent renewal year (\$250)

I attended:

- CD1 in _____(month) of _____(year).
CD2 in _____(year).

First Name: _____ Last Name: _____

Home Phone:(_____) _____ Alternate Phone:(_____) _____
(Please indicate with a check mark which phone number you would like to appear on the website.)

Street Address: _____

City: _____ State: _____ Zip Code: _____ Email: _____

Website Address: _____ Social Security Number: _____

Payment Information (please indicate card to be used for CCDI purchases):

- Visa MasterCard American Express Discover

Card #: _____

Exp. Date (mm/yy): _____ / _____ Security Code: _____

- I authorize Loving Guidance to charge my \$500 first-year dues to the credit card listed above.
 I authorize Loving Guidance to charge my renewal dues in the amount of \$_____ to the credit card listed above.
 I have included a check for my dues, but please keep the credit card above on file for future merchandise purchases.
 I have included a check or money order for my dues.

Signature: _____ Date: _____

My signature below indicates that I have read and understand the Certified Conscious Discipline® Instructor Manual (CCDI Manual). Furthermore, I agree to abide by the rules and regulations of Loving Guidance, Inc. as set forth in the CCDI Manual and other correspondence. I understand that these rules may be changed, withdrawn, added to and interpreted at any time, at Loving Guidance's sole discretion and without prior notice to me.

Printed name

Applicant signature Date

Loving Guidance authorized signature Date

For office use

Date received: _____

Renew in: Apr Sept Nov

Check deposit date: _____

or Credit card capture info:

Return to: P.O. Box 622407, Oviedo, FL, 32762
Please keep a copy of this agreement for your records.