



VIDEO EVALUATION PLAN FREQUENTLY ASKED QUESTIONS

Review the [Video Evaluation Plan](#) and the [Video Recording Requirements](#) before completing and submitting your Video Evaluation Plan request. Failure to adhere to the requirements outlined will prevent Leadership Development from processing your request and completing your LCIP video evaluation.

Preparation - Video Evaluation Plan

Why do I need to submit a formal video evaluation plan request for approval prior to recording a training session and submitting my video?

- Not all training sessions are suitable for LCIP evaluation. **Speeches or presentations do not qualify for observation.** By submitting a video evaluation plan and the instructor guide (or additional materials as required) and receiving approval **PRIOR** to recording your session, you ensure that the content of the training session you record meets the standards and expectations of LCIP. A video submitted without prior approval will not be evaluated.

What are the requirements to ensure my video recording qualifies for evaluation?

- Please review the [Video Recording Requirements](#).

How do I determine if a training/topic is appropriate for a video evaluation plan?

- Your session must show you in an in-person classroom setting, delivering an interactive, 60-minute training session to a group of Lions and/or Leos. The session must include a learning activity with group interaction and a debrief of the activity, such as questioning. A session exceeding 60 minutes can be chosen. If a session longer than 60 minutes is approved, be sure to deliver and record the session as designed and submit the entire video recording for evaluation.

Can I be approved for multiple sessions at the same training event?

- Only one training session per training event is eligible for LCIP video recording evaluation.

Can I be evaluated for a training facilitated in a non-Lions International official language?

- Only training sessions in official Lions International languages are eligible for LCIP video recording evaluation.

Submission - Video Evaluation Plan

When should I submit my request for video evaluation?

- Review the feedback provided from your previous LCIP Results Letter. Incorporate your feedback and allow yourself time to practice your training and facilitation skills.

Once you have made the recommended adjustments, identify a local training opportunity where you will be a facilitator. A qualified opportunity would be one where the curriculum supports the [LCIP competencies](#). Confirm your local opportunity to be evaluated occurs during the time period indicated in your results letter.

A completed [Video Evaluation Plan](#) must be submitted, along with the instructor guide you will use to prepare for your training session, a minimum of **TWO MONTHS PRIOR** to the date of the planned training session. A [Video Evaluation Plan](#) will be approved or rejected approximately within 14 business days after receipt. A video submitted without prior approval will not be evaluated.

Where should the completed [Video Evaluation Plan](#) and/or questions be directed?

- Contact the LCIP Support Team by email at LCIP@lionsclubs.org.

Updates/Changes - Video Evaluation Plan

What happens if my training event is cancelled?

- Notify LCIP@lionsclubs.org that your training event was cancelled.
- Submit a new [Video Evaluation Plan](#) when a new training opportunity has been identified.

What happens if my training event is rescheduled?

- Notify LCIP@lionsclubs.org of the new training event date.
- Upload your video file, following completion of your training event, using the link provided in your [Video Evaluation Plan](#) approval letter and notify LCIP@lionsclubs.org when you uploaded the file.

SUBMISSION - VIDEO EVALUATION RECORDING

How do I submit a video recording?

- Please upload your video file using the link provided in your [Video Evaluation Plan](#) approval letter and notify LCIP@lionsclubs.org when the file is uploaded.

What happens if I fail to submit a video?

- If your video recording is not received within **2 weeks** of the reported training date, it will be presumed your plans have changed, and a new [Video Evaluation Plan](#) will need to be submitted and approved for you to be evaluated again at a future date.

POST SUBMISSION - VIDEO EVALUATION RECORDING

What happens after my video is received? When can I expect to receive my evaluation result?

- Your training session video will be reviewed and evaluated by multiple observers chosen by the LCIP Support Team. You can expect your LCIP Results Letter approximately 8 weeks after the LCIP Support Team confirm receipt of your video recording.

What happens if I do not pass?

- Note the timeframe indicated in your LCIP Results Letter for when you can attempt your next video evaluation. Review the feedback provided from your previous LCIP Results Letter. Incorporate the feedback. Practice your training and facilitation skills.

Once you reach the timeframe for your next evaluation attempt, review and follow the [Video Evaluation Plan](#) and [Video Recording Requirements](#) before completing and submitting your video evaluation plan request.

What should I do if I no longer wish to pursue Lions Certified Instructor Program (LCIP) certification?

- Should you no longer wish to pursue certification, email LCIP@lionsclubs.org.