



LIONS CERTIFIED  
INSTRUCTOR PROGRAM

**LCIP**

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### Institute Applications

**Q: When is next year's international institute schedule available?**

A: The international institute schedule for the next Lions Year is typically available by the end of May. Be sure to review application deadlines so your submission is received on time.

**Q: Can I apply after the deadline?**

A: Applications submitted after the deadline will be processed and documented as late submissions. Once acceptance letters have been issued, the online application will no longer be available. While institutes are typically filled with applicants who applied on time, late applications may still be considered if cancellations create openings, though placement is not guaranteed.

**Q: Can I apply to an institute outside of my Constitutional Area (CA)?**

A: No. Applicants must be active members of Lions clubs within the constitutional area where the institute is offered at the time of application.

## Applying to LCIP Training

**Q: Once I submit my application, when will I find out if I have been accepted?**

A: Lions will receive status updates from [institutes@lionsclubs.org](mailto:institutes@lionsclubs.org) approximately 75 days before the institute start date; updates will not be issued prior to this time.

**Q: What should I do if I have not received an application status update approximately 75 days before the institute start date?**

A: If you have not received a status update approximately 75 days before the institute start date, please check your junk/spam folder. If you still have not received it, contact the institute team at [institutes@lionsclubs.org](mailto:institutes@lionsclubs.org). A response will be provided within two business days.

**Q: After I have been accepted to the institute, what are my next steps?**

A: The acceptance email provides important next steps, including timelines, required documents, and hotel details. It also includes helpful PDF resources, such as the LCIP institute schedule and participant fee payment instructions.

## Application Review and Acceptance Process

**Q: How are applications reviewed and selected to attend international institutes?**

A: The Review Panel evaluates each application based on multiple criteria to ensure a fair and balanced selection process. Below are some examples of what may be considered in the review process:

- Number of applications versus available seats.
- Equitable representation of districts.
- Personal responses to the questions on the application.
- Past Experiences as a Lion.
- Current and highest titles held by applicants.
- Any endorsements made by District, Area Leaders, or LCIP certified Lions.
- Being a participant at a Lions leadership institute.
- Faculty records in Learn\*: Access Learn through the Lions Portal and view "My Completed Trainings" to verify your information is accurate.

\*If your Learn record is incomplete, please contact your GLT Coordinator for assistance.

## Participant Expenses

**Q: Is there a fee to attend the institute?**

A: Yes. Participants must submit the LCIP participant fee of \$250 USD prior to receiving their institute pre-assignment. Instructions on how to make a payment are included with the acceptance letter.

**Q: Do I pay for my own meals?**

A: Lions International will provide breakfast, lunch, dinner, and scheduled AM/PM snacks, beginning on the first morning of the institute and ending with the Appreciation Dinner on the last night of the institute. *Participants are responsible for any food or snacks outside official institute dates.*

**Q: Does Lions International help pay for traveling to the institute?**

A: Participants are responsible for all expenses related to travel, which include airfare and transportation between home, airport, and the hotel.

- If the hotel offers a shuttle, Lions International will communicate this information via email one week prior to the institute.

**Q: Do I have to give the hotel any money upon arrival?**

A: Lions International covers hotel accommodations beginning the night before the institute start date through the final night of the institute, with check-out the following morning. The hotel may require a personal credit or debit card for incidental charges; this is determined by the hotel and not controlled by Lions International. Participants are responsible for any accommodation costs outside the official institute dates.

## Waitlist and Cancellations

**Q: I was placed on the institute waitlist but have not received communication since. When will I receive another status update?**

A: Lions on the waitlist will not receive further status updates unless their application has been selected for attendance, should a cancellation occur.

**Q: What should I do if I can no longer attend the institute?**

A: If you are no longer able to attend the institute, please email this update to [institutes@lionsclubs.org](mailto:institutes@lionsclubs.org) as soon as possible.

Prompt notification may allow another Lion the opportunity to attend.

**Q: If I cannot attend the institute, when will my participation fee be refunded?**

A: The participation fee is non-refundable and non-transferable. This is noted on the application and acceptance letter.

## Participant Attendance and Expectations

**Q: Due to my schedule, I will arrive the first morning of the institute. Can I miss the morning sessions and make it up later?**

A: No. There are no opportunities to make up institute sessions. It is critical that participants arrive the night before the institute, so they are prepared to start the institute on time, as a group. For this reason, hotel reservations begin the day prior to the institute's start.

**Q: Do I have to attend every institute session?**

A: Yes. Participants must attend all sessions, including the Appreciation Dinner, to receive acknowledgment for their attendance.

**Q: Do I have to attend the Appreciate Dinner on the last day?**

A: Yes, attending the Appreciation Dinner is an institute requirement.

**Q: I am driving to the institute. Can I check out of the hotel immediately following the Appreciation Dinner?**

A: Yes, there are no further institute-related events after the Appreciation Dinner. Because the hotel accommodation is already paid for, we encourage Lions to take this time to socialize and check out the next morning.

## Bringing a Guest/Spouse/Companion

**Q: Can I bring a guest, spouse, or companion to the institute?**

A: Yes, participants may bring a guest.

**Note:** Only institute participants can attend institute-related events, which include all sessions, breaks, and meals.

**Q: Is there a personal cost if I bring a Guest/spouse/companion?**

A: Hotels may charge a fee for guests, spouses, or companions. Any costs related to a guest, such as meals or an extra bed, are personal expenses and must be paid directly to the hotel. Please refer to your acceptance email regarding these costs (if applicable).

**Q: Can my guest, spouse, or companion join me for meals or breaks?**

A: Only institute participants may attend institute sessions, breaks, and meals. Guests are not allowed to attend any institute-related events.

**Q: My guest, spouse, or companion is also a Lion. Can they attend the Appreciation Dinner?**

A: No. All meals, including the Appreciation Dinner, are exclusively for the participants attending the institute.

## Transportation and Visa

**Q: I am ready to plan my trip, what do I need to know?**

A: Participants should plan to arrive the day before the institute begins and depart the morning after the final day. Full attendance is required, including all sessions, scheduled breaks, and meals. Please note that all travel-related expenses are the responsibility of the participant.

**Q: How do I know if I need a visa to travel to the institute?**

A: Participants should check the embassy or consulate website of the host country to determine visa requirements. It is the participant's responsibility to research and secure any necessary travel documentation before booking travel.

**Q: I am required to provide an official invitation letter to apply for my visa. Who do I contact for this letter?**

A: If you need an official invitation letter, please email this request to [institutes@lionsclubs.org](mailto:institutes@lionsclubs.org) and a personalized letter will be sent to you.

**Q: How do I get from the airport to the hotel?**

A: It is the participants' responsibility to arrange ground transportation.

- If the hotel offers a shuttle, Lions International will communicate this information via email one week prior to the institute.

**Q: Can participants communicate with each other to coordinate travel and transportation?**

A: Yes. A shared document is available for participants who wish to share their travel itineraries and contact information. Participation is voluntary, but it may help coordinate and share ground transportation prior to travel. Please refer to your confirmation email for the link.

**Q: What should I do if I have travel delays?**

A: If you experience travel delays, please notify us as soon as possible by emailing [institutes@lionsclubs.org](mailto:institutes@lionsclubs.org) and the on-site Specialist (contact information is provided in your institute communications). The Specialist will respond and assist as needed.

**Q: There are no flights available until the day of the institute. Can I miss the morning sessions and make it up later?**

A: No. Participants must attend all sessions to receive credit for attending. If there are no flights available prior to the institute, please email [institutes@lionsclubs.org](mailto:institutes@lionsclubs.org) to discuss your individual travel prior to booking.

## Hotel Reservations

**Q: Does Lions International arrange my hotel reservation for the institute?**

A: Yes. Lions International will manage your hotel stay from the night before the institute begins through checkout on the morning after it ends. Participants are responsible for any hotel accommodations outside of these times, at a personal expense. This includes requests for an early check-in or a late check-out.

**Q: How do I check-in at the hotel?**

A: Your hotel accommodation is reserved under the name confirmed on your Travel Form. Upon check-in, please provide reception with your name and that you are with Lions International.

**Q: What time can I check into the hotel?**

A: Typically, hotel check-in time is 3:00 PM and check-out is 11:00 AM. Please refer to your acceptance letter for specific hotel details.

**Q: If I want to extend my reservation, who would I contact?**

A: Any hotel extensions must be arranged directly between participants and the hotel. Please refer to the confirmation email for instructions on contacting the hotel. *This includes any requests for an early check-in or a late check-out.*

## Preparing for Institute

**Q: What clothing is appropriate to attend classroom sessions?**

A: There is no required dress code for sessions. Business casual or Lions-branded attire is recommended. Participants may choose to wear business attire on the final day, when participant-led sessions are delivered and recorded.

**Q: What clothing is appropriate for the Appreciation Dinner?**

A: Formal dress or cultural attire is requested for the Appreciation Dinner.

**Q: Will there be a group picture?**

A: Yes, details of the group picture will be provided at the institute.

**Q: Should I bring a laptop/smart device?**

A: Participants are encouraged to bring a personal device, such as a laptop or tablet, to access electronic training materials while at the institute.

## LCIP Pre-Assignments and Participant Manual

**Q: When will I receive the pre-assignment for the institute?**

A: The LCIP pre-assignment will be emailed four weeks prior to the institute start date. Participants must submit their travel form and participation fee to receive the pre-assignment.

**Q: Can I edit the PowerPoint slides that are part of the LCIP pre-assignment?**

A: No. All PowerPoint slides are provided by Lions International and will be preloaded on the laptop which is provided for classroom use at the institute. Participants are not permitted to use their own laptops or personal slides for presentation purposes. Any edits you have personally made will not be reflected.

**Q: Are we allowed to keep our Participant Manuals after the institute?**

A: Yes. Please note that the manual weighs approximately 3 lbs. (1.3 kg). This may be important when factoring your luggage weight for your return flight.

## LCIP Certification Results and Next Steps

**Q: When will I receive my LCIP certification results?**

A: All participants will receive their individual LCIP results letter 8-10 weeks after the institute. The email will be sent by the LCIP Support Team ([lcip@lionsclubs.org](mailto:lcip@lionsclubs.org)).

**Q: What does it mean to be “certified” or “did not certify”?**

A: Participants who are certified have successfully demonstrated the required facilitation competencies and are recognized as Lions Certified Instructors. Participants who did not certify did not meet all required competencies at this time but are provided with feedback and an opportunity to improve and be re-evaluated.

**Q: What happens if I am certified as a Lions Certified Instructor?**

A: Participants who pass are certified for four (4) years, with the final year designated for recertification.

Certified Instructors are expected to actively seek and promote opportunities to deliver training within their area and support leadership development at all levels, including:

- Officer and leadership training at the club, district, and multiple district levels
- Leadership institutes (local and international)
- Lions Certified Instructor Program offerings

**Q: What would happen if I did not certify?**

A: Candidates who do not certify will receive constructive feedback along with a recommended timeframe for improvement.

Candidates are encouraged to review the feedback, make necessary adjustments, and seek opportunities to strengthen their facilitation skills.

When ready, candidates may pursue a new evaluation by facilitating a local training and submitting a [Video Evaluation Plan](#) to [lcip@lionsclubs.org](mailto:lcip@lionsclubs.org) at least two months prior to the training.

Before submitting, candidates should review the [Video Evaluation Plan FAQ](#) and [Video Recording Requirements](#).

### **LCIP Contact Information**

**Q: Who do I contact if I have questions about the LCIP certification process or my results?**

A: Please contact the LCIP Support Team at [lcip@lionsclubs.org](mailto:lcip@lionsclubs.org).

**Q: Who do I contact if I have questions about the Institutes process?**

A: Please contact the Institute Support Team at [institutes@lionsclubs.org](mailto:institutes@lionsclubs.org).