



## **INTERNATIONAL LISTENING ASSOCIATION**

### **Certified Listening Professional (CLP)<sup>TM</sup>**

#### **2014-2015 CLP Training Program**

#### **FAQs**



The Certified Listening Professional<sup>TM</sup> (CLP<sup>TM</sup>) is offered by the *International Listening Association* (ILA) as one method of fulfilling its mission to advance the practice, teaching, and research of listening throughout the world. Becoming a Certified Listening Professional (CLP) is an important step in your professional and personal growth as a listener.

The first thing to keep in mind as you consider participating in CLP<sup>TM</sup> training is that this commitment is not to be taken lightly. You will find that similar to other advanced training/graduate courses, an extensive amount of time is required on the candidate's part.

In the following sections, some of the most common questions about CLP training are answered. If you have other questions or comments, please send them to Dr. Richard D. Halley, Lead CLP Training Facilitator and Emeritus Professor of Communication, at [rhalley@weber.edu](mailto:rhalley@weber.edu).

#### **Who Decides Who is Accepted into the CLP Training Program?**

Applications are reviewed by the CLP Committee, which is made up of current ILA members who have earned CLP status. So that you have time to arrange your schedule accordingly, Committee members make every effort to get back to you as far as your status as a Candidate within two to four weeks. Please be aware that only a limited number of individuals are accepted into each year's cohort and that the CLP Committee's decision is final. Once you have been accepted into the CLP Training Program, you will receive more details concerning the materials needed.

#### **What Background is Needed to be Considered for CLP Candidacy?**

The ideal candidate for Listening Certification training has a background in communication, which could be academic or experientially based. Most candidates will have at least BA or BS degrees, but exceptions may be made when a person has appropriate extensive experience. BA and BS degrees in fields other than communication are often accepted. Recent candidates' degrees have ranged from medical and legal to the ministry. The important variable is to be a thoughtful person with a kind heart and a strong desire to enhance listening within one's self and to advance listening throughout the world.

#### **How Is the CLP Training Program Organized?**

CLP training is primarily conducted on-line and involves both discussion blogs and audio/video conference calls. In addition, the current Cohort orally presents the listening projects at the annual listening convention. These major projects are practical applications of the knowledge each Candidate has gained throughout the training and relate directly to the individuals' lines of work/fields of study.

The entire training lasts approximately one year, beginning in late spring and ending at the next year's Listening convention, which is typically held during *International Listening Awareness Month* (March).



### How Is the CLP Training Program Organized? (Continued)

In the beginning, Candidates sign a contract indicating that they understand the extent of their commitment and that they **agree to complete all assignments on time**. The reason for strict participation rules is that only a limited number of Candidates are accepted each year. In this way, individualized attention and more robust discussions can be held in which everyone can partake. Note, limited enrollment also means that the rest of the Cohort is counting on each individual to interact with thoughtful responses to each other's contributions. When everyone contributes, a variety of insights are provided. An individual who is not actively participating is depriving the training cohort of his/her unique views. Thus, this person may be dropped from the program without a refund, unless unusual circumstances can be documented. The decision will be made by the CLP Committee and is final.

For the first six months, bi-weekly reading assignments are given. Participants must be prepared to discuss these readings both by replying to questions posed in online written discussion forums and in live Internet chats that occur about once per month. Consequently, Candidates must have adequate Internet access and capability, including a head set with earphones and microphone to complete the program.

Additional on-line presentations are given by guest speakers throughout the training. Participants negotiate exact times for on-line events, **but some adjustments to individuals' schedules may be needed occasionally**.

Most of July is kept free of on-line live meetings, but not readings, to accommodate vacations, etc.

For the first three or four months, reports will be due on articles candidates are asked to read, primarily from the *International Listening Journal* (ILJ), but other sources may be included. Part of the reason for this requirement is to familiarize each individual with resources that will most likely be needed to complete the major project.

A written exam is taken usually in December, followed by an oral portion that gives each Candidate an opportunity to clarify written answers.

During the last four to six months of the program, participants will work on their major projects with an assigned mentor. This project must be approved of by the CLP™ Committee in advance and relates to something that enhances the candidates' understanding of listening and assists in their life/work. The extent of this project is meant to be at least equal to that of a graduate school's major independent study.

The training culminates with an oral presentation given at the annual convention during which the Candidates share their final projects. Previous Cohort members tell us that this part is the most satisfying experience of all. Having the opportunity to describe and to get feedback on their projects from the leading listening experts from around the world is an exhilarating experience.

Throughout the convention, CLP Candidates are recognized for their hard work and dedication to listening training. They receive their certificates and become official **Certified Listening Professionals** during the Awards Ceremony held at the end of the convention.

### What Will I Receive with My Certification?

Previous CLP training participants rave about the strong feelings of accomplishment they sense once they have completed this in-depth training. They all report deeper insights and knowledge gained about listening that subsequently has helped them both professionally and personally. To date, everyone has enjoyed the challenge of the major project and the personal interactions each experiences with a listening expert who mentors the individual in the process. In addition, you get a certificate that is renewable yearly and is suitable for framing. Current CLP status also gives you preferred listing on the ILA website as well as the privilege of putting CLP after your name.



### What Costs are Involved in Getting Certified?

You are charged a US \$25 processing fee when you turn in your application. This fee can be paid directly to ILA on-line via credit card or through PayPal, or you can mail a check to the ILA. (Address information is provided on the ILA website at [www.listen.org](http://www.listen.org).) You will receive an invoice for this fee when the application is received. Once the application and US \$25 fee are received, the CLP Committee reviews your materials and contacts you when a decision has been made. Remember, only a limited number of Candidates are accepted into each year's cohort.

Other fees will be charged only once you are an official CLP Candidate. Information about the materials to purchase will be provided upon acceptance into the training program.

Once accepted for Candidacy, the fee for CLP Certification training is US \$400 (US \$600 for non-ILA members). This fee is paid directly to ILA on-line at [www.listen.org](http://www.listen.org) via credit card or through PayPal or by mailing a check directly to the ILA. (The ILA's mailing address is available on the website.) You will receive an invoice for the fee once you have accepted the invitation to participate in the program.

In addition, CLP training requires the purchase of about US \$100 worth of reading materials, plus whatever costs are incurred by the Candidates to complete their final listening projects and to present their works at the annual convention.

The training program fee includes access to the CLP-Cohort-Members-only website, where discussion forums and a significant number of listening materials are located.

The Certification renewal fee is US \$25/year after the first year with current ILA membership (US \$125/year without ILA membership).

**Additional expenses might include the following.** Candidates must have adequate Internet access and capability, including a head set with earphones and a microphone to complete the program. Head sets are relatively inexpensive and easy to find. And again, individual participants may incur some additional costs in obtaining materials for their individual major projects and are responsible for paying their own costs related to attendance at the annual convention.

### Where Do I Sign Up for the CLP Training Program?

Applications are taken throughout the year; however, each Training Cohort starts in late April or early May. Potential CLP candidates are encouraged to attend the annual listening convention to meet previous participants and the Training Facilitators. Go to the ILA's website for more information about the next upcoming convention.

If you wish to apply for this program, go back to the place where you toggled to read this document, download the application form and follow the directions provided on the application. If you have been given a hard copy of this FAQ sheet, go to the ILA's website at [www.listen.org](http://www.listen.org) to download the CLP Training application form.

If you need more information to assist you in your decision to invest in advancing yourself professionally and personally through Listening Certification, please e-mail Dr. Richard D. Halley, Lead CLP Training Facilitator and Emeritus Professor of Communication, at [rhalley@weber.edu](mailto:rhalley@weber.edu).

