

Lean Six Sigma Green Belt Certification

Project Title: (Use not more than 12 words)	
1. Problem Statement	
2. Goal Statement	

Profile of Green Belt Candidate			
Name of Candidate		Email Address	
Company Name		Contact Number	
Correspondence Address			
Date of Completion: WSQ Establishing Lean Six Sigma Methodology		Date of Completion: WSQ Applying Statistics in Lean Six Sigma	

Projection of Project Time-line				
Is there a project sponsor	<input type="checkbox"/> Yes <input type="checkbox"/> No	Project Time-line	Start Date	End Date
Name of Project Sponsor		• Define		
		• Measure		
		• Analyze		
Are you leading a team for this project?	<input type="checkbox"/> Yes <input type="checkbox"/> No	• Improve		
		• Control		

Payment Details (Certification Fees)			
Certification Fees	SGD500.00. Please make cheque payable to: Pivotal Resources Asia Pte Ltd 11, Changi Coast Walk, Singapore 499740.	Receipt or invoice to be issued to? (Please provide name and address)	

Please email this Application Form to: certification@cptransform.com

Upon receiving your application and payment, we will provide you with a on-line link for your Green Belt Certification Assessment.

About Pivotal Resources Lean Six Sigma Green Belt Certificate

Certification recognizes employees who have successfully learned and applied their new Six Sigma skills to strengthen performance as leaders and managers within the company. This defining moment is a mark of excellence, indicating their knowledge and mastery of Six Sigma principles where they have proven their ability to;

- Demonstrate understanding of Six Sigma concepts
- Effectively scope and define a problem and goal
- Ensure accurate, valid measurement system
- Use data to determine root causes and make improvement decisions
- Successfully transition the solution to the Process Owner
- Manage teamwork and organizational change

The Pivotal Resources Certification Program is taken from years of working with companies worldwide who have successfully applied Six Sigma to their business processes. Our requirements are based on best practices within the improvement field, consisting of a systematic approach designed to effectively identify participant capabilities compared to relevant measures. **Certified Green Belt** candidates must have a thorough understanding of **DMAIC** concepts, and must be able to apply the tools to practical business projects.

Certification Requirements

To be certified as Lean Six Sigma Green Belt, candidate must complete the following:

- Successfully obtaining the Statement of Attainment for the following modules that are being offered by NTU Centre for Continuing Education (NTU-CCE):
 - WSQ Establishing Lean Six Sigma Methodology (4.5 days) and
 - WSQ Applying Statistics in Lean Six Sigma (3.5 days).
- Successful completion of the Lean Six Sigma Green Belt Core Examination
 - The candidate will complete an on-line Lean Six Sigma Assessment, obtaining at least 70% for each DMAIC modules.
- Successful Project Completion and Review (Pivotal Requirement)
 - Candidate will also submit a storyboard for their completed project to demonstrate the application of Lean Six Sigma DMAIC methodology. An evaluator will conduct an oral project review, during which the candidate will answer questions about project activities and results.

Application and Certification Process:

The following are steps for candidates who are applying to the Lean Six Sigma Green Belt Certificate:

1. Upon successfully completing the WSQ Establishing Lean Six Sigma Methodology and WSQ Applying Statistics in Lean Six Sigma, candidate will be able to apply for Lean Six Sigma Green Belt Certification.
2. The certification process includes an On-line Examination and Lean Six Sigma Project Presentation.
3. Please fill up the application and submit to certification@cptransform.com.
4. Certification Fees of SGD500.00 must be made together with the Application. Cheque must be made payable to Pivotal Resources Asia Pte Ltd. If invoice is required, please invoicing details via the GB Certification Form. Information include company name, person responsible for handling invoice, company address and contact information.
5. Upon receiving payment and application, we will provide you with an on-line link to complete your Lean Six Sigma Green Belt Assessment. The assessment is open book and you must obtain a grade of 70% to pass.
6. A Pivotal consultant will contact you to advise on your project scope and to define certification expectation.
7. Candidates will be given 4-6 months to complete his/her project.
8. We advise candidates to submit project status at every milestone. (DMAIC) for project coach to provide feedback.
9. Candidate must implement the project solution before submitting for certification.
10. Please note that the certification review is scheduled 4 times a year. The schedule will be provide to you upon registration.
11. Upon successful completion, Pivotal Resources Inc. will award candidate "The Certified Lean Six Sigma Green Belt" certificate.

Frequently Asked Questions:

1. Who is the certification body for the Lean Six Sigma Green Belt?

Pivotal Resources Inc. is the certification body for the Certification of Lean Six Sigma Green Belt. The certification requirements are consistent with common industry standard and practices. The requirements include:

- Successfully completed the WSQ Establishing Lean Six Sigma Methodology workshop and WSQ Applying Statistics in Lean Six Sigma workshop as indicated by the Statement of Attainment awarded by WDA.
- Obtain at least 70% score for the DMAIC modules. This assessment is done on-line.
- Successfully complete a Lean Six Sigma DMAIC project.

2. Who is Pivotal Resources Inc.?

Pivotal Resources was founded in 1993 with the vision of linking diverse organizational improvement methods into a cohesive model for achieving significant and lasting business results. We are a global consulting firm helping organizations like yours reach new levels of success and growth.

Our foundation in process improvement and business process management set us apart early as a leader in the industry. Over the years, our thought leadership has greatly influenced the industry and allowed us the good fortune of working with many of the world's most respected companies. Our first major publication, *The Six Sigma Way*, was released in 2000 and was later named by Forbes as one of the 10 most influential business titles of the past 20 years.

Our strengths are our people; expertise and enthusiasm for helping our clients successfully meet the challenges of change in the 21st century. Visit our website to know more about us: www.pivotalresources.com

3. What is the relationship between NTU and Pivotal Resources Inc.?

NTU-CCE has an arrangement such that Pivotal Resources chose to recognize participants who had successfully completed the WSQ Lean Six Sigma modules conducted through NTU-CCE are provided an accelerated pathway to Pivotal Resources Lean Six Sigma Green Belt Certification

This arrangement helps participants to save on time, effort and money by not repeating the technical modules and proceeding straight into Lean Six Sigma project scoping and implementation in order to qualify for the Lean Six Sigma Green Belt Certification.

4. What is considered a Lean Six Sigma Green Belt Project?

The Lean Six Sigma Green Belt project requires candidates to examine a problem with unknown causes and solution. The scope of the project should be of value to the organization with a reasonable rate of return.

Lean Six Sigma Projects should have the following:

- Adopt a systematic DMAIC methodology in process improvement.
- Reasonable size problem with unknown causes and/or solution.
- Require facts and/or data for baseline measures and analysis.
- Sponsors and team agree on the importance to be prepared to commit time and resources for its successful resolution.

5. What type of support will I get while working on the project?

There are 2 level of support you will receive when you sign up for certification:

- a. You will have a 30 minutes meeting (only for local candidates) with a Pivotal's coach for project scoping and to establish clear project expectations.
- b. Candidate will provide monthly update on the progress of his/her project via email. Pivotal's consultant will provide advisory services and will not participate in project team sessions.

6. What if I need more than 6 months to complete my project?

Most Lean Six Sigma Green Belt projects take 3-4 months to be completed. We prefer to adhere to the guideline to close projects within 6 months, from date of commencement. It is only for exceptional cases, that we will allow an extension of not more than 3 months.

7. If I attended Lean Six Sigma Green Belt offered by other institution, am I eligible to apply for certification?

The certification agreement is established between NTU and Pivotal Resources. Pivotal will not be able to offer certification if you have not completed the WSQ Establishing Lean Six Sigma Methodology and WSQ Applying Statistics in Lean Six Sigma workshops offered by NTU Centre for Continuing Education.