

Pre-Certification Checklist

**Complete and fax this Pre-Certification Checklist to FranklinCovey
7 days prior to attending your Certification Workshop.
Fax: (801) 817-8403**

Name: _____

Job Title/Rank: _____

Organization: _____
(If military, add base, installation, division or location)

Business Phone: () _____ Fax number: () _____ E-mail: _____

FranklinCovey Client Partner: _____

Certification Workshop Date: _____ Location: _____

Which workshop will you be certifying in? _____

If you are Certifying in any of the following workshops, review the video or DVD included in your pre-work packet before attending your Certification.

<input type="checkbox"/> 4 Disciplines of Execution (2 Video's)	<input type="checkbox"/> Project Management (4 Video's)
<input type="checkbox"/> Focus: Achieving your Highest Priorities (2 Video's)	<input type="checkbox"/> Rethinking Stress (3 Video's)
<input type="checkbox"/> Focus for Outlook (1 Video)	<input type="checkbox"/> Writing Advantage (1 Video)
<input type="checkbox"/> Presentation Advantage (1 Video)	<input type="checkbox"/> xQ Debrief (1 DVD)

If you are certifying in any of the following workshops you are not required to preview any video or DVD's.

<input type="checkbox"/> Meeting Advantage	<input type="checkbox"/> The 7 Habits - Families
<input type="checkbox"/> Microsoft Project	<input type="checkbox"/> The 7 Habits - Healthcare
<input type="checkbox"/> The 4 Roles of Leadership	<input type="checkbox"/> The 7 Habits – Law Enforcement
<input type="checkbox"/> The 7 Habits - People	<input type="checkbox"/> The 7 Habits - Teens
<input type="checkbox"/> The 7 Habits – College Students	

The Following list must be completed prior to attending your Certification Workshop. If any of these items have not been completed prior to the workshop, please call your Client Partner to reschedule your Certification.

- Attend the content workshop and review materials from that experience (xQ Debrief: optional).
- Use a Franklin Planning System.
- Thoroughly read the Pre-Certification Workshop Question & Answer Handout.
- Review the sample Facilitator Agreement. You will be required to sign an original during the Certification Workshop.
- Review and make corrections to Registration/Confirmation sheet and return to FranklinCovey
- Ensure that a Training License Agreement has been sent to FranklinCovey. *(If you did not receive the Training License Agreement, your organization may have requested it be sent elsewhere. Please check the status within your organization i.e., legal, training, human resources.)*
- Contact your FranklinCovey Client Partner with questions about your preparation if needed.