



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## YMCA LEADERSHIP RECERTIFICATION CREDIT RETIREMENT STRATEGIES SEMINAR

The Retirement Strategies Seminar has been pre-approved for Y sponsored Leadership Recertification Credit.

Recertification credit **ONLY applies to** and is required of **staff who have earned the Multi-Team Leader Certification or the Organizational Leader Certification.**

### HOW TO SUBMIT FOR RECERTIFICATION CREDIT:

- Log into the Learning & Career Development Center at: <https://lcdc.yexchange.org/>
- From the main LCDC homepage, select **Enter Recertification credits**, located under **QUICKSTART** on the left-hand rail
- For **Select Certification Category**, select **Leadership Certification**
- For **Certification the Activity Applies Toward** select your top-level Leadership Certification earned, either "Multi-Team or Branch Leader" or "Organizational Leader Certification" from the drop-down list
- For **Recertification activity category** select **Continuing Education**
- For **Recertification activity subcategory**: select **Workshop or Conference**
- For **Activity Name** select the following from the drop-down box: **Retirement Strategies**
- For **Name of Host, Sponsoring Organization or Institution** select the following from the drop-down box: **YMCA Retirement Fund**
- For **Date Started**, enter **start date**.
- For **Date Completed**, enter **end date**.
- For **Number of Hours** enter **4** (each hour equals one credit and the credits will populate automatically)
- Select the following two Leadership Competencies from the check list: **Developing Self & Others**, and **Fiscal Management**
- Would you like to enter an additional renewal/recertification activity? Select **No** and click **Submit**

### TO VIEW RECERTIFICATION PROGRESS:

- Log into the Learning & Career Development Center at: <https://lcdc.yexchange.org/>
- Hover over **My Learning** > **Certification Status** > click **Recertification**
- For **Certification Name** select your top-level Certification earned, either "Multi-Team or Branch Leader" or "Organizational Leader Certification" from the drop-down list
- You will then see your **Recertification Credits Summary**

Questions? Contact: [LeadershipCertification@ymca.net](mailto:LeadershipCertification@ymca.net)