

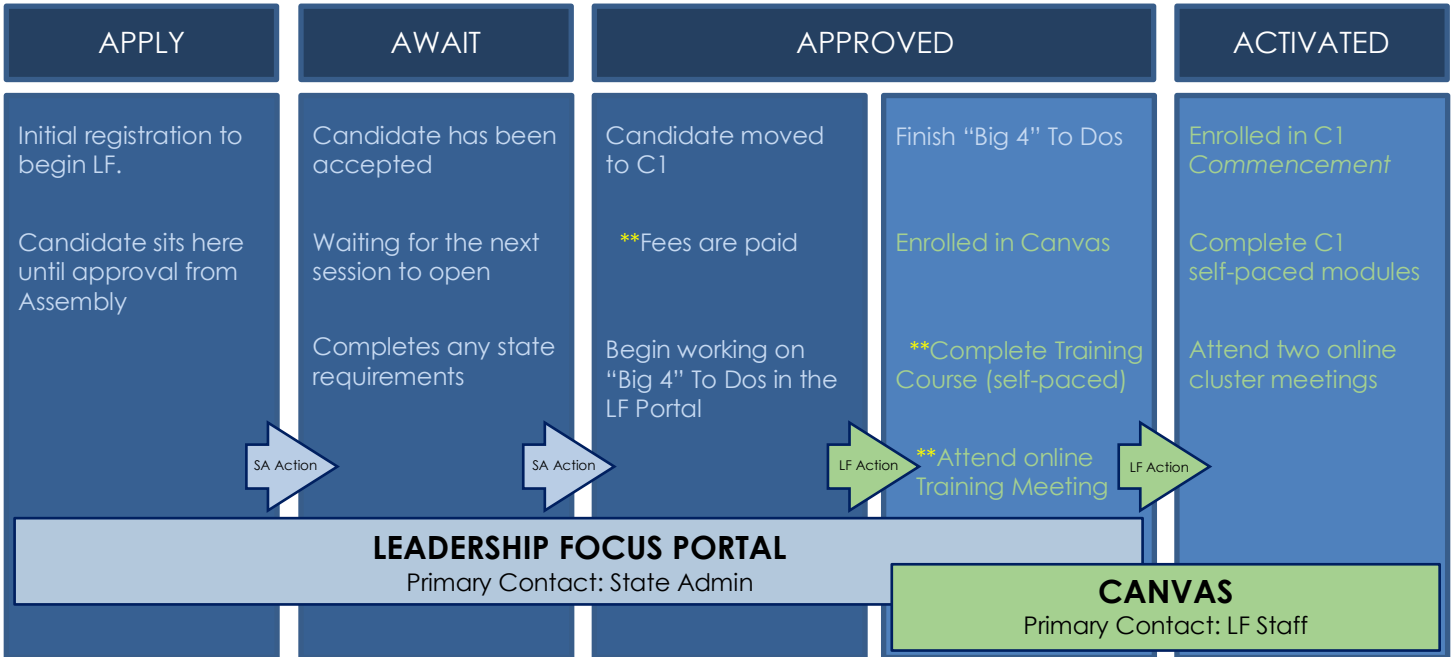


LEADERSHIP FOCUS

PROGRAM DOCUMENT

Life of a Course 1 Candidate

Diagram to show process for entry into Leadership Focus



Action must be complete **before a candidate can move to the next status

Apply

Work is completed in the LF Portal :: Primary Point of Contact : State Admin (SA)

A potential candidate completes the online registration at www.choglf.org. Potential candidate will stay in a "pending" status until accepted by their assembly to participate in the LF program. **During this time, all questions are directed to the SA.**

Await

Work is completed in the LF Portal :: Primary Point of Contact : State Admin (SA)

Once accepted to begin, the candidate waits until the next session is open. SAs will not move a candidate into C1 on the portal until notified by LF that a session is open. During this time, a candidate may complete state specific items (affidavit, state orientation meeting, etc.) while they wait for the session to open. **During this time, all questions are directed to the SA.**

Approved

Work is completed in both the LF Portal and in Canvas :: Primary Point of Contact : State Admin and LF Staff [depends on question subject]

When the new session opens, LF will notify SAs and the SA will move candidate into *Commencement* on the portal. Candidate will begin working on their "Big 4" To Do items in the portal: (1) Ministerial Reference, (2) Application for Ministerial Credentials, (3) Release of Information Form, and (4) Authorization for Background Screening. **All questions about To Do items and the portal are directed to the SA.** Candidate will be enrolled in Canvas by LF and will begin the self-paced *Candidate Guide to Canvas* training course. Additionally, the candidate must attend an online training meeting facilitated by LF staff **before** proceeding to Course 1 - *Commencement*. **All questions about Canvas related items are directed to LF staff.**

Activated

Work is completed in Canvas :: Primary Point of Contact : LF Staff

When course fees are paid, online training meeting has been completed, and the self-paced training course is in progress, the candidate will be placed into a cluster group and enrolled into Course 1 - *Commencement* on Canvas by LF. All candidates should immediately begin working on eight self-paced modules; two additional modules contain assignments to prepare for two online cluster meetings. **All questions about the course itself or Canvas related items are directed to LF staff.**