

GLOSSARY OF TERMS FOR CERTIFICATION

DISTINCT FACILITATED SESSION

An effort has been made to provide parameters to consistently define whether an activity should qualify as one session or multiple sessions. Though the parameters may appear somewhat arbitrary, an attempt has been made to establish criteria that in the typical case would define “distinct” sessions.

A distinct facilitated session must meet the following five criteria:

1. last at least 90 minutes;
2. include a minimum of five participants, not counting the facilitator;
3. result in a shared deliverable (e.g., action list, decision, priorities, next steps) created by participants through interaction;
4. involve the participants speaking at least 2/3rds of the time;
5. for CMF® only 15 of the 30 sessions submitted may be **virtual sessions**.
6. involve the facilitator leading the session by guiding participants through each agenda item.

For example, a session with three people or a session lasting one hour would not be considered “distinct” facilitated sessions for the purposes of this definition. The typical presentation or training class would NOT be considered a distinct facilitated session because the participants generally speak less than 2/3rds of the time and the participants generally don’t create a shared product as a result of the session.

A session with essentially the same participants over multiple days would be considered a single session, unless there is at least a 24-hour break between the end of one session and the start of another.

- For example, a session from 8:30 to 5:30, three days in a row would be considered one “distinct” facilitated session. A session every Monday 8:30 to 5:30 for 3 weeks would be considered three “distinct” sessions.

Multiple sessions on the same day – with similar or different agendas – would be considered a single session unless the new attendees in the subsequent session made up at least 50% of the audience.

- For example, a session in the morning with 7 managers, followed by a session in the afternoon which included the 7 managers, and 3 employees (30% new) would be considered one distinct session. However, if the second session had the 7 managers and 13 employees (65% new) the second session would be considered a second distinct session.

PRIMARY FACILITATOR

In cases of multiple facilitators in a session, the CMF® candidate would be considered the “primary” facilitator if:

- The CMF® candidate is leading the group for 50% or more of the facilitated portions of the session if there are two facilitators and 40% or more of the facilitated portions of the session if there are more

than two facilitators; and

- The CMF® candidate led the discussions/dialogue with the client and contributed 50% or more to the design of the session.

MINIMUM STANDARD

Primary Facilitator (if with a co-facilitator) facilitates

- Minimum 5 participants and
- 50% or more of the minimum 90 minutes session duration
- Maximum of 10 co-facilitation sessions in the 30 sessions used for evaluation purposes
- For those applying for CMF® only 15 of the 30 sessions submitted may be **virtual sessions**. A virtual session is defined as including at least a total of 5 people, in addition to the facilitator, with any participants that are not in the same room as the facilitator having both audio AND video components in which all participants are observable. Any virtual session must meet all other requirements of a "distinct" facilitated session. If more than 50% of the attendees are not in the same room as the facilitator, then the location listed on the appicate should indicate "Virtual".

PROJECT SPONSOR

- A project sponsor is defined as the person of highest authority responsible for the outcome of the session.
- To achieve 10 or 5 different project sponsors, you must count only one sponsor per session.
- Project sponsors who are no longer with their organization can still be indicated as long as current contact information is provided.
- If the project sponsor cannot be located, a different contact name can be provided as long as that person (a) was a participant in the session or (b) is currently with the sponsoring organization and is knowledgeable about the session.

WHAT IS AN ORGANIZATION?

An organization is defined as a distinct legal entity. For example, five sessions with five different departments or divisions of the same corporation would count as only one organization but would satisfy the requirement for "five different departments within one or more organizations." At the federal government level, each agency can be considered a distinct legal entity.

ESTIMATE OF VERIFIABLE SESSIONS

If the verification of the Experience sample results in some percentage of sessions being disqualified as unverifiable, this same percentage will be subtracted from the total number of "distinct" sessions to arrive at an estimate of "verifiable distinct sessions."

For example, a candidate submits 38 sessions.

Four of the sessions are disqualified as not distinct because one session was less than 90 minutes, one session had less than 5 participants, and a three-day session was counted by the facilitator as three sessions and should have been counted as one.

A sample of the remaining 34 sessions were reviewed for verification, 10% of them could not be verified.

As a result the estimate of verifiable, distinct sessions would be as follows:

38 total sessions submitted

– 4 disqualified

34 distinct sessions for review

– 3 (10% not verifiable through sample review by INIFAC)

31 estimated as verifiable distinct sessions