



## **Executive Leadership Program Certificate Verification Procedure**

### **1. Certificate Verification Request:**

Employers or other stakeholders wishing to verify the status of a certificate holder from the Executive Leadership Program (ELP) can submit a verification request through email. The request should include the following details:

- Participant's Full Name
- Certificate Issue Date

### **2. Verification Contact:**

Verification requests should be sent to the Director of Leadership Advancement. The Director of Leadership Advancement will handle all verification inquiries and coordinate with the appropriate parties for verification.

### **3. Verification Process:**

#### **3.1 Confirmation Check:**

- Upon receiving a verification request, the Director of Leadership Advancement will cross-verify the details provided with the ELP records. This may include checking the participant's name, certificate issue date, and email address associated with the certificate.

#### **3.2 Response to Verification Request:**

- The Director of Leadership Advancement will respond to the verification request in writing, via email confirming the status of the certificate holder. If the information provided matches the ELP records, the confirmation will state that the participant is a valid certificate holder and the certificate's issue date. If the details do not match, the response will indicate that the provided information does not align with the ELP records.

### **4. Privacy and Data Protection:**

All verification requests and responses will be handled with strict confidentiality. Personal information of certificate holders will not be disclosed without their consent, and the verification process will comply with applicable data protection laws and regulations.

### **5. Verification Turnaround Time:**

The ELP aims to respond to verification requests within a reasonable timeframe, typically within 10 business days of receiving the request. However, the actual response time may vary based on the volume of requests and the complexity of the verification process.



## 6. Contact Information for Verification:

For verification inquiries, please contact:

Kasi Dotterer  
Director of Leadership Advancement  
Phi Sigma Pi National Honor Fraternity  
elp@phisigmapi.org

### Note:

This verification procedure is designed to ensure the accurate confirmation of certificate holders' status in the Executive Leadership Program. Employers and other stakeholders are encouraged to use official channels and provide complete and accurate information to expedite the verification process.