ASQ Certified
Master Black Belt Portfolio

MASTER BLACK BELT

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INTRODUCTION

The ASQ Master Black Belt (MBB) certification is a mark of career excellence and is aimed at individuals who possess exceptional expertise and knowledge of current industry practice. Master Black Belts have outstanding leadership ability, are innovative, and have demonstrated a strong commitment to the practice and advancement of quality and improvement. Obtaining an ASQ MBB is acceptance and recognition from your peers.

To become certified as an ASQ MBB, a candidate must successfully meet all requirements. To be eligible to apply for the MBB examination, a candidate must hold a current ASQ Certified Six Sigma Black Belt (CSSBB). In addition, a candidate must have either of the following experience levels:

> 1) At least FIVE years of experience in the role of an SSBB or MBB.
>
> OR
>
> 2) Completion of 10 Six Sigma projects.

Candidates must be able to meet these minimum eligibility requirements in order to have their portfolio reviewed.

Once a candidate has met the eligibility requirements, the next step in the process is a portfolio review of the candidate's body of SSBB or MBB work. This brochure is designed to help the candidate develop that portfolio. When the review panel approves a candidate's portfolio, the candidate will be eligible to register for and take the MBB examination.

Only after successfully completing all requirements and passing the examination will candidates receive MBB certification.

The objective of the portfolio review is to assess the demonstrated skills and ability that candidates use to apply Six Sigma methodologies and practices in their everyday industry or environment. The portfolio review is designed to assess the following key indicators in practice:

• Teaching, coaching, mentoring

• Occupational experience and responsibility

• Technical experience/innovation

Candidates must attain a minimum number of points in each of these sections of the portfolio.

The portfolio evaluation process will be conducted by a panel of subject matter experts who are Master Black Belts themselves. This panel will operate independently but under the guidance of ASQ. The panel will have ultimate responsibility for judging the quality and appropriateness of the material and evidence presented in the portfolio.

Candidates who meet the required minimums for each section of the portfolio will receive an approval letter from the review panel stating that they are eligible to take the MBB examination. Candidates who do not achieve the necessary points will receive feedback from the review panel. This feedback will include information about why the application failed, resubmission requirements, additional evidence requests, etc.

It is ASQ's goal to make this portfolio application and review process fair, transparent, and user-friendly.

BASIC REQUIREMENTS

Candidates must have a current ASQ CSSBB certification **and** meet the experience levels in either Category 1 (C1), or Category 2 (C2), as described below.

C1. At least five years of experience serving in an SSBB or an MBB role

C2. Completion of 10 Six Sigma Black Belt projects

The difference between these two experience categories is that C1 is focused more on a **time-served** aspect that allows candidates who are actively serving in the role as an SSBB or MBB to meet the experience requirement. C2, on the other hand, is aimed at candidates who may not be actively serving in these roles now but have substantial prior experience in these roles. C2 is essentially focused on the **quantity** aspect of a candidate's experience.

Candidates must submit a copy of their ASQ CSSBB certification and proof of the experience level they are claiming. For example, candidates who claim C1 experience should submit letters from employers or clients describing and attesting to their role as an SSBB or MBB for a five-year period. For C2 experience, candidates should submit a list and description of the 10 Six Sigma projects completed and should include letters from employers or clients attesting to their role for each project.

CORRECT FORM TO SUBMIT

On an annual basis, ASQ, in an effort to improve this document and continuously improve the process, will post an updated version of the portfolio that includes an expiration date on the footer. Please ensure that your portfolio application is the latest version before submitting.

MINIMUM POINTS REQUIRED

Candidates must meet the **minimum** scoring requirement for each of the three key performance indicators.

- Teaching, Coaching, Mentoring (10 points minimum)

- Occupational Experience and Responsibility (6 points minimum)

- Technical Experience and Innovation (5 points minimum)

Candidates must provide documented evidence in support of the criteria selected. Examples of acceptable evidence are listed in instructions at the beginning of the portfolio section.

REQUEST FOR EVIDENCE

The MBB review panel may, in certain circumstances, request additional evidence from candidates in support of their application and in particular, where the portfolio score is **slightly less** than the required number of points in one or more indicators. The primary purpose of issuing a request for evidence is to provide candidates with **one** additional opportunity to submit an omitted (or substantiated) piece of evidence in support of points claimed. **A request for evidence is not automatic and you should not expect to receive one.** A request for evidence is at the discretion of the MBB review panel. It is your responsibility to submit adequate and objective evidence in support of each point claimed.

NOTIFICATION OF RESULT

You should allow up to six weeks **after** the portfolio deadline for submission for notification of the result of your portfolio. We appreciate your patience and understanding of the duration as it pertains to the rigor and quality of the review process.

INSTRUCTIONS FOR SUBMISSION

1. General instructions for this application:
   - Clearly label your supporting evidence for each point claimed
   - Provide all information requested
   - Include attachments and supplementary documents where required
   - Avoid providing duplicate information or details in excess of the requirements
2. Attach a copy of your current résumé with your application
3. Attach a copy of your ASQ CSSBB certification
4. Attach proof of fulfilling Category 1 or Category 2 experience levels
5. Evidence and/or experience can only be used to earn points in **one area** of the criteria; duplication between criteria is not permitted.
6. Evidence must relate to ASQ CSSBB Body of Knowledge (BoK)
7. Submit either an electronic copy or a hard copy (paper submission) as follows:

NOTE: We encourage all applicants to save time, money, and the environment by submitting their application electronically. E-applications can be processed much more quickly and efficiently, and they offer fewer opportunities for the kinds of handling errors that can occur with paper submissions.

(A) LANGUAGE

All submissions must be in English. Documents presented as evidence that are not in English must be presented in their original, untranslated form and also with a translation into English.

(B) ELECTRONIC COPY

To submit an electronic application, candidates should download the form and complete all of the required entries electronically and append all necessary attachments; i.e., SSBB affidavits, supporting documentation, etc. Your name must be clearly printed on each page for identification purposes.

Presentation Note: We will only accept typed entry versions of a current MBB portfolio PDF application. Hand-written formats are not acceptable and will not be reviewed.

Send your electronic copy to MBB@asq.org

On receipt of your electronic submission, a confirmation email will be sent to you.

(C) HARD COPY

For hard-copy submissions, candidates are required to submit a completed application and two additional copies. Candidates will still need to electronically prefill a current MBB portfolio PDF application and then print. We will not accept hand-written applications. All necessary attachments (e.g., SSBB affidavits, supporting documentation) should be appended to the application, and the applicant's name must be clearly printed on each page for identification purposes.

Send your completed hard-copy application to:

MBB Portfolio Review Panel
c/o ASQ Certification
600 N. Plankinton Ave.
Milwaukee, WI 53203-2914

On receipt of your submission, an email or letter of confirmation will be sent to you.

ASQ CONFIDENTIALITY STATEMENT

This purpose of this confidentiality statement is to assure all MBB candidates that ASQ will protect their confidential information including sensitive information and materials furnished by the applicant as evidence to support their MBB application and portfolio review.

ASQ understands and agrees that all information is to be considered confidential and proprietary to the applicant and ASQ shall hold the same in confidence, and shall not use the confidential information other than for the purposes of its business with the applicant, and shall disclose it only to its portfolio review panel and ASQ employees with a specific need to know. ASQ will not disclose, publish, or otherwise reveal any of the confidential information received from the applicant to any other party whatsoever except with the specific prior written authorization of the applicant.

ASQ CODE OF ETHICS

Fundamental Principles

ASQ requires its members and certification holders to conduct themselves ethically by:

I. Being honest and impartial in serving the public, their employers, customers, and clients.

II. Striving to increase the competence and prestige of the quality profession, and

III. Using their knowledge and skill for the enhancement of human welfare.

Members and certification holders are required to observe the tenets set forth below:

Relations With the Public

Article 1 – Hold paramount the safety, health, and welfare of the public in the performance of their professional duties.

Relations With Employers and Clients

Article 2 – Perform services only in their areas of competence.

Article 3 – Continue their professional development throughout their careers and provide opportunities for the professional and ethical development of others.

Article 4 – Act in a professional manner in dealings with ASQ staff and each employer, customer, or client.

Article 5 – Act as faithful agents or trustees and avoid conflicts of interest and the appearance of conflicts of interest.

Relations With Peers

Article 6 – Build their professional reputation on the merit of their services and not compete unfairly with others.

Article 7 – Ensure that credit for the work of others is given to those to whom it is due.

SIX SIGMA PROJECT

CLARIFICATION

The following information is intended to be a guide to clarify what ASQ deems an acceptable Six Sigma Black Belt project. Each project submitted will be reviewed and evaluated for suitability by members of the portfolio review panel who are Master Black Belts.

SIX SIGMA PROJECT DEFINITION

Six Sigma is a method for reducing variation in manufacturing, service, or other business processes. Six Sigma projects measure the cost benefit of improving processes that are producing substandard products or services. Whether in manufacturing or service industries, such projects quantify the effect of process changes on delays or rework. The goal of each successful Six Sigma project is to produce statistically significant improvements in the target process; over time, multiple Six Sigma projects produce virtually defect-free performance. The Six Sigma Black Belt project is one that uses appropriate tools within a Six Sigma approach to produce breakthrough performance and real financial benefit to an operating business or company.

The tools are generic. It is the structure of the project and the associated process (improvement model) that distinguish a Black Belt project from other similar quality improvement projects. Financial impact as an outcome is also a requirement within a Black Belt project when compared to other projects.

The following examples are not all-inclusive, but will provide examples of acceptable and unacceptable projects.

EXAMPLES OF PROJECTS THAT QUALIFY:

- Reduced product defects in manufacturing

- Reduced cycle time for recruitment in human resources

- Reduced invoice processing costs in accounts payable

- Reduced machine setup time in manufacturing

PROJECTS THAT DO NOT QUALIFY:

- Prepackaged or classroom exercises that are mock or simulated projects that were previously completed and/or that do not include actual hands-on work by the applicant

- Projects that are not associated with a real organization or business unit; projects that have no current problem statement or cost benefit

- Basic product improvement projects not associated with process improvements

- Software maintenance or remediation without detailed process measurements

- Any project without measured before-and-after cost benefits

MBB APPLICATION FORM AND CONTACT INFORMATION

1. ASQ MEMBER NUMBER

*(If you are **not** an ASQ member, enter your **last** name and **first** name to maintain identification throughout the file.)*

2. NAME/ADDRESS/CONTACT INFORMATION

Mr. ❏   Ms. ❏   Mrs. ❏   Dr. ❏   If other, please specify _____

First Name _____   Middle Initial _____   Last Name _____

Home Address _____ Apt./Ste. _____

City _____State/Prov. _____Zip/Postal Code _____ Country_____

Home Phone (with area code) _____

Employer/Co. Name _____ Your Title _____

Employer Address _____

City _____State/Prov. _____Zip/Postal Code _____ Country_____

Business Phone (with area code) _____ Fax # _____

Email Address _____

3. FEES

Please make checks/money order payable to: ASQ

Portfolio Review Fee

Member	Nonmember
US$495	US$650

You must include payment. Do not send cash. ASQ accepts check, money order, bank draft, or credit card.

Check No._____ [U.S. dollars drawn on a U.S. financial institution]

Credit Card

Check one: VISA ❏   Mastercard ❏   AMEX ❏

Card No: _____ Exp. Date _____

Cardholder Name: _____

Cardholder Address: _____

_____

MBB APPLICATION FORM AND CONTACT INFORMATION

4. SIX SIGMA BLACK BELT AND MASTER BLACK BELT EXPERIENCE

Date you attained ASQ CSSBB certification. (mm/dd/yy)
_____

How long have you had the role of a Six Sigma Black Belt?
(Years/Months) _____

How many Six Sigma or Black Belt projects have you completed during that time? (#) _____

Are you a Master Black Belt in your organization?
❏ Yes   ❏ No

If yes, how long have you been in the role of a Master Black Belt? (Years/Months) _____

5. WORK EXPERIENCE/HISTORY

• Attach a copy of your current résumé, with references

OR

• Attach a description of your work history including:
  - Company name and dates of employment (start-finish)
  - Position of responsibility and duties
  - Accomplishments
  - References

6. SIX SIGMA EXPERIENCE

(Please indicate which experience level you are claiming)

Category 1)

At least five years of experience serving in the role as a SSBB or MBB   ❏

Category 2)

Completion of 10 Six Sigma Black Belt projects   ❏

Please complete only the experience level category form you are claiming – do not complete both forms.

SIX SIGMA BLACK BELT EXPERIENCE/VERIFICATION

If you have selected Category 1 (i.e., at least five years of experience serving in the role of an SSBB or MBB) as your experience level, please complete this section.

Date you attained ASQ CSSBB certification (Month/Year)

Please attach evidence of **at least** five years of experience serving in the role as an SSBB or MBB. The following is an example of acceptable evidence.

1. Letters from employer or clients detailing the following pertinent information.

- Company name, date of employment (start – finish)

- Position responsibility and duties

- List of Six Sigma Black Belt projects completed

- Accomplishments

2. Please describe any other experience that shows you have at least five years' experience as an SSBB/MBB and provide documentation in support.

SIX SIGMA BLACK BELT PROJECT AFFIDAVIT/VERIFICATION

If you have selected Category 2, i.e., completion of 10 Six Sigma projects serving in the role of an SSBB or MBB, as your experience level, please complete this section.

NOTE: You must attach an affidavit in support of each of the 10 completed Six Sigma projects. Affidavit forms are included at the end of the application.

LIST ALL **10** SIX SIGMA BLACK BELT PROJECTS

1:

2:

3:

4:

5:

6:

7:

8:

9:

10:

MASTER BLACK BELT PORTFOLIO SECTION GENERAL INSTRUCTIONS

To demonstrate your experience and accomplishments, please describe specifically how you met each criteria, where applicable. **Documented evidence must be provided in support for each criteria and labeled. If documentation is not provided, points cannot be awarded.** This ensures that the review is fair and attestable.

Please adhere to the following steps:

STEP 1. Briefly describe how you met the criteria. Include details such as

▶ **Company name/location**

▶ **Date: Start – completion**

▶ **Project description**

▶ **Materials developed**

▶ **Your specific role**

▶ **Number of people involved and their positions**

▶ **Outcomes planned/achieved**

▶ **Copies of professional certificates, licenses, or advanced degrees**

STEP 2. Attach supporting documentation or evidence and

▶ Clearly label it by section number (e.g., evidence for 1.1, 1.2, etc.).

▶ Check to ensure that it supports the points claimed

▶ Check to ensure that it is presented in a readable format

NOTE: The details listed within each subsection are intended to provide examples of the type of evidence we are seeking. These lists are not all-inclusive and are not exhaustive; other types of evidence can be provided.

BURDEN OF PROOF – EVIDENCE

Please read the following statement carefully as it describes what is meant by "evidence." This criterion will be used by the MBB Panel when assessing whether to award points on each criterion within your portfolio.

"ASQ and the MBB Panel define 'evidence' as that which furnishes proof."

The MBB candidate bears the burden of proof for each point sought in support of their application and must present sufficient evidence with their application at the time of submission. The burden of proof must be fulfilled by establishing positive evidence in support of points claimed. The MBB panel will seek to authenticate such evidence in terms of ownership, authorship, or co-authorship where applicable. If the evidence submitted is inadequate or fails to satisfy the burden of proof by addressing the requirement, the candidate will have failed to establish adequately the burden of proof. This will result in zero points being awarded.

Clause 1:   All evidence submitted shall address or cover the ASQ Certified Six Sigma **Black Belt** or **Master Black Belt** body of knowledge.

Clause 2:   All evidence submitted shall authenticate the candidate's role clearly.

Clause 3:   All evidence submitted shall be sufficient in completeness.

Clause 4:   All evidence submitted shall be clearly labeled for each section.

Clause 5:   All evidence submitted shall be legible and clear in terms of presentation.

Clause 6:   All evidence submitted shall be supported by employer verification or attestation.

1: TEACHING, COACHING, MENTORING

Minimum required score for Section 1 is 10 points

CRITERIA TO EARN POINTS

1.1. Evidence of developing Six Sigma training modules related to the ASQ CSSBB BoK (1 point per complete training module developed; **5 points maximum**)

1.2. Evidence of formally training Black Belts (1 point per course instructed; **5 points maximum**)

1.3. Evidence of teaching/coaching/mentoring Champions, Executives, etc. (1 point per application by group; **5 points maximum)**

1.1

DEVELOPING TRAINING MODULES

▶ **Provide detailed evidence** using examples such as training modules you developed, training methods, delivery systems initiating or supporting recurring training plans, content development, use of technology-based training tools, etc.

▶ Supporting documents should include training modules, workbooks, evaluations, training plans, etc.

▶ A training module should focus on multiple DMAIC phases and include at **least two statistical modules at Black Belt level** and above. You must provide complete examples (not just one or two slides).

▶ When furnishing PowerPoints as evidence of developing training material, it should be clear that you are the owner and author of this material. You should provide additional materials such as employer verification letters in support of using this as company proprietary material for training Black Belts. Consultants can obtain organizational references in support of the same. Zero points will be awarded if authentication is not clearly established by the candidate.

Name of evidence file(s) you provided _____ Total points claimed _____

CRITERIA TO EARN POINTS

1.2. Evidence of formally training Black Belts (1 point per course instructed; **5 points maximum**)

1.2

FORMALLY TRAINING BLACK BELTS

▶ **Provide detailed evidence** using examples such as the company where training was conducted, type of training provided, number of courses taught, number of Black Belts trained, etc.

▶ Supporting documents could include copy of curriculum developed or used, attendance rosters, outcome measures, participant feedback summary data, etc.

▶ The definition of a course is considered training in the full ASQ CSSBB Body of Knowledge **to five or more Black Belts**.

Name of evidence file(s) you provided _____ Total points claimed _____

CRITERIA TO EARN POINTS

1.3. Evidence of teaching/coaching/mentoring Champions, Executives, etc. (1 point per application by group; **5 points maximum)**

1.3

TEACHING/COACHING/ MENTORING CHAMPIONS, EXECUTIVES, ETC.

▶ Provide detailed evidence using examples such as the type of approaches used and include details such as subjects taught, method of providing coaching or mentoring for specific types of group audience, duration of course, coaching, or mentoring process, execution method, or delivery system used.

▶ Supporting documents could include copies of study material used, training dates and rosters, mentoring notes, curriculum or methodology used, feedback from participants, letter from employer clearly describing your role and responsibility, etc.

Name of evidence file(s) you provided _____ Total points claimed _____

ADDITIONAL COMMENTS FOR SECTION 1: TEACHING, COACHING, MENTORING

2: OCCUPATIONAL EXPERIENCE AND RESPONSIBILITY

Minimum required score for Section 2 is 6 points

CRITERIA TO EARN POINTS

2.1. Evidence of using Six Sigma for business/process improvement (1 point per project; **3 points maximum**)

2.2. Evidence of working in a professional support position (i.e., SSBB, MBB, statistician, etc.) (1 point per year per position; **3 points maximum**)

2.3. Evidence of working in a position of leadership (i.e., MBB, project manager, executive sponsor, etc.) (1 point per year per position; **4 points maximum**)

2.4. Evidence of working as a project deployment champion (1 point per project; **4 points maximum**)

2.5. Evidence of working in corporate level management or consulting (1 point per year per position; **4 points maximum**)

2.6. Evidence of leading or facilitating policy deployment and transformation activities (1 point per set of activities presented; **5 points maximum**)

2.1

USING SIX SIGMA FOR BUSINESS/ PROCESS IMPROVEMENT

▶ **Provide detailed evidence** using examples such as the approach you used (e.g., critical to quality) and how you applied the approach to realize projected or planned outcomes.

▶ Supporting documents could include agendas and results, project proposals, project pipeline, etc.

Name of evidence file(s) you provided _____ Total points claimed _____

CRITERIA TO EARN POINTS

2.2. Evidence of working in a professional support position (i.e., SSBB, MBB, statistician, etc.) (1 point per year per position; **3 points maximum**)

2.2

PROFESSIONAL SUPPORT POSITION

▶ **Provide detailed evidence** using examples such as your role (i.e., BB, MBB, quality engineer, reliability engineer, etc.) and what support you provided.

▶ Supporting documents could include: a letter from employer/ client detailing your role and responsibilities, etc.

Name of evidence file(s) you provided _____ Total points claimed _____

CRITERIA TO EARN POINTS

2.3. Evidence of working in a position of leadership (i.e., MBB, project manager, executive sponsor, etc.) (1 point per year per position; **4 points maximum**)

2.3

POSITION OF LEADERSHIP

▶ **Provide detailed evidence** using examples of activities (i.e., strategic plan deployment, cross-functional achievement, profit and loss (P&L) responsibilities, etc.) in a leadership position (i.e., project manager, MBB, champion, executive sponsor, VP, etc.)

▶ Supporting documents could include: a letter from employer/client detailing your role and responsibilities, etc.

Name of evidence file(s) you provided _____ Total points claimed _____

CRITERIA TO EARN POINTS

2.4. Evidence of working as a project deployment champion (1 point per project; **4 points maximum**)

2.4

PROJECT DEPLOYMENT CHAMPION

▶ **Provide detailed evidence** using examples such as the scope of project, your role, obstacles, etc., and list project results or outcomes and the impact to the business organization.

▶ Supporting documents could include project charters, control plans, balanced scorecards, storyboard, etc.

Name of evidence file(s) you provided _____ Total points claimed _____

CRITERIA TO EARN POINTS

2.5. Evidence of working in corporate level management or consulting (1 point per year per position; **4 points maximum**)

2.5

CORPORATE LEVEL MANAGEMENT OR CONSULTING

▶ **Provide detailed evidence** using examples such as position, duration, company size, your responsibilities, and any organizational roadblocks or outcomes.

▶ Supporting documents could include letters from employer and clients detailing your leadership responsibilities, achievements, etc.

Name of evidence file(s) you provided _____ Total points claimed _____

CRITERIA TO EARN POINTS

2.6. Evidence of leading or facilitating policy deployment and transformation activities (1 point per set of activities presented; **5 points maximum**)

2.6

LEADING OR FACILITATING POLICY DEPLOYMENT AND TRANSFORMATION ACTIVITIES

▶ **Provide detailed evidence** using examples such as what you did to lead or facilitate policy deployment activities, including auditing, developing short- or long-term goals, annual organizational goals, project pipelines, etc.

▶ Supporting documents could include scorecards, Hoshin or quality plans, deployment roadmaps, storyboard, etc.

Name of evidence file(s) you provided _____ Total points claimed _____

ADDITIONAL COMMENTS FOR SECTION 2: OCCUPATIONAL EXPERIENCE AND RESPONSIBILITY

3: TECHNICAL EXPERIENCE AND INNOVATION

Minimum required score for Section 3 is 5 points

CRITERIA TO EARN POINTS

3.1. Evidence of certifications offered by professional organizations (i.e., ASQ, SME, IEEE, PMP, APICS), state licenses* (i.e., PE, CPA), or advanced degrees from accredited institutions (1 point per credential; **2 points maximum**)

3.2. Evidence of using statistical Six Sigma methods, applications, or tools for improving business results (1 point per unit of evidence; **3 points maximum**)

3.3. Evidence of current, relevant, peer-reviewed publications, papers, or presentations (1 point per unit; **3 points maximum**)

3.4. Evidence of applying advanced analytical concepts and approaches, and process improvement techniques, as part of a Six Sigma project (1 point per method or technique used; **3 points maximum**)

3.1

OTHER CERTIFICATIONS, PROFESSIONAL LICENSES, OR ADVANCED DEGREES

▶ Supporting documents should include copies of each certification, license, or advanced degree, etc. *Note: You will NOT earn points for having a CSSBB, as this is a basic requirement. We will not award points for lower-level credentials, such as, ASQ SSGB, CQPA, CCT, CQI, etc., or any comparable level credential.*

▶ *State licenses for advanced professional recognitions based on multiple years of professional experience and passing a broadly accepted exam, equivalent to Professional Engineer, Certified Public Accountant; or advanced degrees of at least a Master's Degree level from accredited institutions equivalent to major public institutions of the USA.

Name of evidence file(s) you provided _____ Total points claimed _____

CRITERIA TO EARN POINTS

3.2. Evidence of using statistical Six Sigma methods, applications, or tools for improving business results
(1 point per unit of evidence; **3 points maximum**)

3.2

EVIDENCE OF USING STATISTICAL SIX SIGMA METHODS, APPLICATIONS, OR TOOLS FOR IMPROVING BUSINESS AND PROCESS RESULTS

▶ **Provide detailed evidence** using examples such as how you used each tool/method or application (e.g., DOE, Taguchi, EVOP, Mixture Designs, GLM, ARIMA, Linear Programming, CuSum, etc.) to improve business results. ****You must show how you used these methods to reach conclusion.**

▶ Supporting documents could include capability analysis, graphical analysis, statistical analysis, etc.

Name of evidence file(s) you provided _____ Total points claimed _____

CRITERIA TO EARN POINTS

3.3. Evidence of current, relevant, peer-reviewed publications, papers, or presentations (1 point per unit; **3 points maximum**).

3.3

CURRENT, RELEVANT, PEER-REVIEWED PUBLICATIONS, PAPERS, OR PRESENTATIONS

▶ **Provide detailed evidence** using examples such as where materials were published or presented (e.g., contributions to textbooks, chapters written, books edited for subject matter accuracy, jury-reviewed materials, journals, newsletters, etc.).

▶ Supporting documents could include photocopies of any of the above which cite you as the owner, author, or contributor.

▶ Presentations **must be external to your current organization** and be presented at the regional, national, or international level.

▶ "Current" is defined as no more than seven years old.

▶ "Relevant" is defined as supports the ASQ SSBB Body of Knowledge.

▶ No points will be awarded for Web-based publications.

Name of evidence file(s) you provided _____ Total points claimed _____

CRITERIA TO EARN POINTS

3.4. Evidence of applying advanced analytical concepts and approaches, and process improvement techniques, as part of a Six Sigma project (1 point per method or technique used; **3 points maximum**)

3.4

EVIDENCE OF APPLYING ADVANCED ANALYTICAL CONCEPTS, APPROACHES, AND PROCESS IMPROVEMENT TECHNIQUES, AS PART OF A SIX SIGMA PROJECT

▶ **Provide detailed evidence** using examples such as the tools, methods, approaches used (e.g., QFD, supplier management, analytical hierarchy process (AHP), kaizen blitz), and how they were applied. Describe results achieved (waste reduction, cycle time reduction, increase in customer satisfaction, revenue lift, capacity lift, financial savings, etc.).

▶ Supporting documents should include **full reports** showing how the process was improved and not just the tool.

Name of evidence file(s) you provided _____ Total points claimed _____

ADDITIONAL COMMENTS FOR SECTION 3: TECHNICAL EXPERIENCE AND INNOVATION

PORTFOLIO CHECKLIST

Use this checklist to ensure that you have provided the required material for each claimed point. Failure to provide supporting documents could result in rejection of your application or automatic fail at cost to you.

Current ASQ-CSSBB Certification – (Ensure that you attached a Copy of your Cert)
At least 5 years of experience serving in the role as a SSBB or MBB (Ensure you completed form **C1**)
Completion of 10 Six Sigma Black Belt projects (Ensure you completed form **C2** and provided 10 project affidavits)

Criteria	Brief Description of Supporting Evidence/Documents	Attached File Name/Label	# Points Claimed
	Section 1. Teaching, Coaching, Mentoring		
1.1			
1.2			
1.3			
	Section 2. Occupational Experience & Responsibility		
2.1			
2.2			
2.3			
2.4			
2.5			
2.6			
	Section 3. Technical Experience/Innovation		
3.1			
3.2			
3.3			
3.4			

SIX SIGMA PROJECT AFFIDAVIT EXPLANATION PAGE

1. Please print name of Six Sigma Black Belt applicant, along with her/his member number.

2. List the official name of the Six Sigma Black Belt project, as listed on your Six Sigma charter.

3. Explain briefly the problem you needed to be solved and how it related to your organization's objectives.

4. List the project's start and completion dates by month and year.

5. Please list the Six Sigma tools used. Be specific as to the name of the tool; specify data, measures, and metrics used. Provide as many examples as possible. Do not send any actual charts, maps, etc.

6. Explain briefly how close you came to reaching your goal and list the success of this project. These may include, but are not limited to, financial savings, labor savings, material costs, cycle-time reduction, increased customer satisfaction, etc.

7. Verification section must include the project champion's signature and date signed. In addition, please print the name of the project champion and provide job title and company address. Please include telephone, fax, and email information for verification purposes.

NOTE: *If ASQ has any questions or needs to verify any of the information provided in this affidavit, we will contact the project champion.*

SIX SIGMA BLACK BELT PROJECT AFFIDAVIT/VERIFICATION FORM EXPLANATION PAGE

Point 7 of this form is <u>NOT</u> fillable as it requires a written signature by the champion/project supervisor. Also, you will need to create multiple copies to support each Six Sigma project you are using as proof of experience or projects completed.

1. Six Sigma Project completed by _____   _____
        (applicant name)   (ASQ member number)

2. Six Sigma Project Title _____

3. Provide a brief description of the purpose of the project, and how it related to the business objective:
_____
_____
_____
_____

4. Six Sigma project start and completion dates (mm/yy) from:_____/_____ to:_____/_____

5. Provide a brief description of hands-on performance in completing the Six Sigma project. Please include specific examples of tools used, i.e., process maps, metrics (DPU, DPMO, RTY), procedures, charts, etc.
_____
_____
_____

6. Provide a brief statement of the benefits achieved by the successful completion of the project, including but not limited to financial savings, labor, material costs, cycle-time reduction, etc.
_____
_____
_____

7. Verification of completion by project champion:

Verification form completed by: _____
                    (project champion's signature)   (date signed)

Champion's name _____Job title _____

Company name _____

Address_____

Champion's email address_____

Champion's telephone # _____ Champion's Fax _____