Candidates must complete the Capabilities Assessment before earning the LCI-CPD. Below are a few tips for completing the Capabilities Assessment from those who have already earned their certification.

This is a blind review.
Your reviewers do not know who you are, so don't take anything for granted. Your submission will be reviewed by a pool of trained subject matter experts to independently evaluate your submission. Your reviewers will evaluate your submitted responses and artifacts for thoroughness against the subject area definition and requirements using the rubric below. Study the rubric in advance and answer accordingly. You should receive your evaluated assessment within 90 days.

The scoring scale for all Part 1 prompts will be as follows:

0	1	2	3	4
Does not answer question; Answer does not correctly apply	Identifies correct answer but offers no or incorrect description	Identifies correct answer and offers minimally satisfactory description	Identifies correct answers and offers competent description	Identifies correct answers and offers exemplary description that exceeds expectations

The scoring scale for all Part 2 prompts will be as follows:

0	1	2	3	4
Does not answer question; Answer applies completely incorrect tenets / behaviors	Identifies how three relate but offers no or incorrect description and supporting behaviors	Identifies how three relate but offers minimally satisfactory description and supporting behaviors	Identifies how three tenets relate and offers competent description and supporting behaviors	Identifies how three tenets relate and offers exemplary description and supporting behaviors that exceeds expectations

Manage your time.
Set a schedule to work on your responses and block out this time on your calendar so you can protect this time and get it done.

Decide the right pace for you. This could be a few hours per day for 3-5 days in a row or a few hours per week for several weeks.

Organize your Files.
Collect artifacts you plan to use and save them all in a one file so they are handy and easy to find when you need to reference them.

Make sure to complete both sections.
The assessment is broken up into two sections. Each section has specific prompts with several questions you will have to respond to either by essay or portfolio submission.
The first section includes seven mandatory prompts focusing on the Last Planner System® content. Each prompt includes include two parts. (Prompts 1-7) Be complete with your answers – this is your chance to show what you know!

In section two, select four of YOUR strongest prompts from the remaining seven. Again, each prompt includes two parts (Prompts 8 -14) and each response should be unique. Duplicative answers will not be accepted. Be complete with your answers – you've done this, share your experience!

Show what you know and be complete with your answers.
This is your ultimate chance to fully and completely explain what you know about Lean construction. There is no character limit to your answers so make sure to fully answer the questions and explain by referencing your supporting information, observations, insights and behaviors in each area. Your responses need to be authentic to YOUR experience!

Please be sure to proofread and correct any grammatical errors before submitting your materials for review. Once you submit your materials, you will be unable to make additional edits.

Include an artifact for each response.
Each prompt will ask for an example artifact to be submitted to show an example of your actual relevant work. This is to show the reviewers an example of your experience supporting your capability.

- The artifact may be anything that can be digitally uploaded, such as readable pictures, digital plans, screenshots, or other documents. For instance, for a phase pull or milestone plan, the artifact could be a photo of your team during the planning session, photos of the actual plan, or digital plans from a software program used. The key is for it to show you have experience with the subject of the prompt.
- You can black out information that needs to be kept confidential such as project name etc.
- You may include commentary about the artifact in your essay answers for the prompt.
- You may include more than 1 artifact. The artifacts will be graded using an average for all the submissions under that 1 prompt. This will result in 1 grade per request for artifact.
- You may use artifacts from any position you've held as long as they reflect your Lean construction experience.
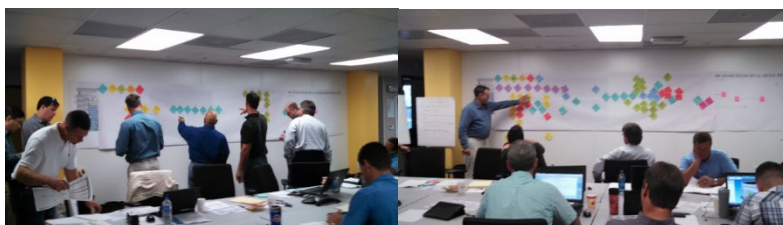- Artifacts do not need to be annotated as they will be referenced in your responses to each prompt.

Milestone Planning is included as an example:
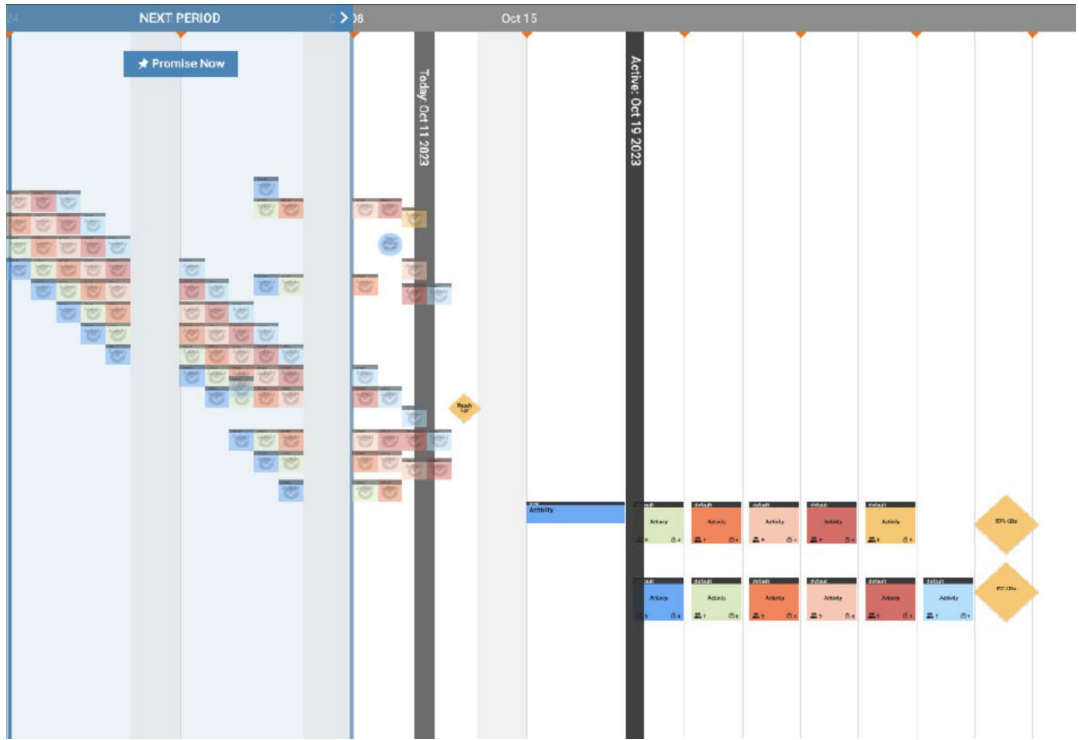
Prompt 1: Milestone Planning
Question h: Include milestone planning artifact (materials submitted). Example of a portion or full milestone plan you worked on (i.e., readable picture of plan on wall, digital plan, screenshot, etc.) photos of the team in action during the planning session, photos indicating visual use of milestones.

Artifacts Examples:

Milestone Planning Artifact Examples:

Weekly Work Planning Artifact Examples: