



Mindex Certification

Licensing Plan

Karl Albrecht International

What is Mindex?

The **Mindex Thinking Style Profile** is an easy-to-use, self-scoring questionnaire that enables a person to better understand his or her primary patterns of thought. Based on a combination of accepted theories of brain research and practical experience, the Mindex profile becomes a powerful tool for self-understanding, clearer thinking, problem solving & decision making, communicating more effectively, working better in teams, and personal & relationship counseling. Your **thinking style** is your characteristic way of processing information. It's the way you acquire your knowledge, organize your thoughts, form your views and opinions, apply your values, solve problems, make decisions, plan, and express yourself to others.



Mindex comes in the form of a complete, self-contained booklet with a 100-item questionnaire, scoring procedure, and explanation of Dr. Karl Albrecht's 4-style model of thinking styles. The clear explanations and simple, everyday language enable participants to understand the model very quickly, and especially to remember and apply it long after the workshop is over. Customarily, people experience the Mindex model and profile in a workshop presented by a certified professional trainer or consultant, or as part of a coaching or counseling experience.

Certified trainers, consultants, and counselors can also buy the **Mindex Leader's Guide**, which is a complete set of materials for administering the Mindex Profile, interpreting results, and conducting workshops. It has a set of PowerPoint slides, audio tapes or CDs, lesson plans, and even a lecture script.

More detailed information about Mindex is available at KarlAlbrecht.com.

Must a person have a license, or other certification in psychology or a related field, to use Mindex?

We require that all users of the Mindex Profile be certified to use it professionally, i.e. in training programs, consulting, counseling, and coaching. We offer an online certification course, which a properly qualified individual can generally complete within a few hours of study time. Non-certified individuals can only purchase a single copy of the online version of Mindex (USD \$35), either through a certified user or directly from Karl Albrecht International. Prospective candidates for certification can purchase a single copy of the Mindex Review Package (USD \$35), which includes one copy of the Mindex Profile and various supporting materials that help in the decision about whether to apply for certification. A person who has passed the online certification course, including an online examination, is then eligible to purchase Mindex Profile booklets and online passwords in any desired quantity.

What are the benefits of certification?

- You'll acquire a much greater depth of knowledge and confidence in using Mindex. You'll learn ways to design effective training sessions around Mindex,

how to explain the Mindex model with impact, and how to interpret individual profiles skillfully.

- You can represent yourself professionally as fully trained by Karl Albrecht International (we don't, of course, certify your competence; merely the fact that you've successfully completed the certification training and passed a written test.)
- With the standard certification plan, you'll receive a full set of workshop materials and consulting resources, a \$200 value.
- You'll become a member of the Mindex Profile Users Group, which KAI supports through research, networking, and business referrals.

What are the qualifications for certification?

- You must be a professional practitioner in human resources, training, consulting, or a related human services occupation involved with the development of human competence.
- You must provide a professional resume or curriculum vitae which substantiates your qualification.
- You must successfully complete the Mindex Online Certification Course, offered by Karl Albrecht International on our Website.
- You must pass a brief written test to demonstrate your understanding of the Mindex theory, methods, and ethical use guidelines.
- You must agree, in writing, to abide by the ethical guidelines for the use of Mindex, including copyright protection and other ethical commercial practices associated with its use. Violation of these guidelines is cause for termination of the license.

What are the ethical-use guidelines?

The ethical-use guidelines are a few simple rules intended to make sure Mindex products are used constructively. In applying for certification, you agree:

- Not to use, or permit or assist others to use the Mindex model or profile as a sole or primary selection criterion for employee hiring, placement, or advancement. The model may be used to help individuals understand their cognitive processing styles as they may relate to job situations under consideration.
- Not to use individual Mindex scores for purposes that may affect the employment prospects of any person, without prior agreement with that person as to the exact nature of the use. The model may be used to help individuals understand their cognitive processing styles as they may relate to the performance of their jobs and opportunities for advancement.
- Not to use the Mindex model or profile as a primary element of psychological diagnosis in any therapeutic context. The model may be used to help people in therapeutic or counseling situations attain increased self-insight.

- Not to copy, or permit or assist others to copy any of the Mindex materials, in any form for any purpose, and to make all reasonable efforts to ensure that the internationally recognized copyright status of the materials is protected. Specifically, this means not extracting or excerpting questions, scales, or other parts of the basic Mindex profile, nor adapting any of the Mindex materials in any way so as to circumvent the requirement to purchase materials from KAI.
- Not to make Mindex materials available to non-certified practitioners for the purpose of assisting them to circumvent the requirements of certification. Specifically, this means that all users within any particular organization or business must be individually certified, and that organizations or individuals users who use their credentials to purchase Mindex materials on behalf of non-certified practitioners may face permanent cancellation of their license and purchasing privileges.
- To inform us of known violations of these guidelines by others. The name of the person providing the information will be kept confidential if requested.

Is the Mindex license portable?

Yes – your certification belongs to you, not to the organization that employs you. We recommend you make that clear to your organization in case you are asking the organization to pay for your certification. If you leave the organization, your certification and privileges go with you. This means that, if all certified users have left an organization, the organization must have one or more new users certified in order to continue purchasing Mindex materials. And, for obvious reasons, the certification is not transferable from one person to another.

What are the costs of certification?

Currently, the fee to enroll in the Mindex Online Certification Course is USD \$495.00. You'll receive a full set of materials – the Mindex Leader's Guide – as part of your fee.

In certain limited circumstances, we may provide certification to designated individuals under special arrangements, at our sole discretion.

Certification is automatically renewed annually, provided you've purchased either booklets or online versions during the previous three-year period. Lapsed membership can be reinstated for a \$50 fee, any time up to three years following expiration. If you have been inactive for more than three years, you must pay a new fee and take the Mindex Online Certification Course again in order to reactivate your credential.

What are the exact steps in the certification process?

Step 1: you've already completed Step 1, by downloading or otherwise acquiring this Certification Plan.

Step 2: read this plan and the terms of the arrangement, and be sure you agree with them. We don't make refunds after the application process begins, unless we terminate the process by our initiative. If you don't pass the online course and final exam, you

won't receive a refund. If you violate the terms of the agreement at any time, we may cancel your certification without compensation to you of any kind.

Step 3: go to our Website at KarlAlbrecht.com and fill out the online application form completely, including your credit-card payment information. Click the checkbox that says you agree to the ethical-use guidelines as specified above, and click "Send" to enroll. If you prefer to pay by check, we'll complete your application when your payment clears our bank.

Step 4: if we accept your qualifications, we'll send you a UserID and password by e-mail. Go to our Website at KarlAlbrecht.com and click on the picture of the Mindex Profile booklet on the opening page, which will take to you the Mindex department. Click on the menu item (left side of the screen) that says "Online Certification Course." Enter your UserID and password, and you'll arrive at the online course. Note that the menu of lessons and quizzes is on the left side of the screen; when you click on a particular menu choice, that lesson or quiz will appear in the right-hand window.

Step 5: study and complete all of the lessons in the Mindex Online Certification Course (not necessarily at one sitting).

Step 6: when you're sure you understand all of the concepts, click on the "Final Exam" link. Fill in or select your answers and then click "Submit." Your answers will arrive at KAI headquarters by e-mail. We'll verify your scores and, if you pass the exam, we'll confirm your certification. If your scores indicate any misunderstandings, we'll reply by e-mail and ask you to review the lessons and take the quiz again. Most people will have no difficulty passing the final exam; however, if you do not pass the exam after a reasonable number of tries, your enrollment fee will not be refunded.

Step 7: once we've confirmed your certification, we'll mail you an attractive certificate document. We'll also provide a special certified user's ID and password, which you can use immediately to order Mindex Profile booklets, Online Profile passwords, and the Mindex Leader's Guide (if not included in your enrollment plan).

I'm ready to sign up. What do I do?

Fill out the online enrollment form as described above, completing all items, sign it, and send it to us online.

We look forward to welcoming you to the growing family of Certified Mindex Users!