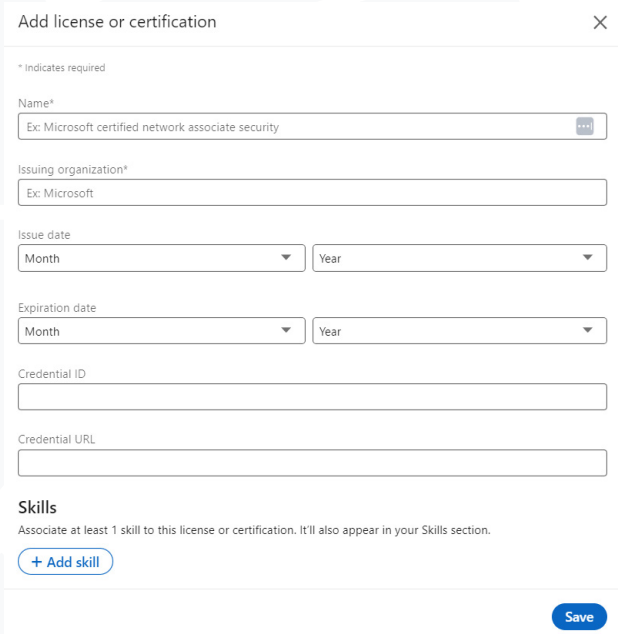
ADDING YOUR LEADERSHIP CIRCLE PROFILE [LCP] CERTIFICATION TO LINKEDIN

1. Login to your LinkedIn account (www.LinkedIn.com)

2. Navigate to your profile. Either:
   a. Click your name or picture —OR—
   b. From the top navigation bar, click on the "Me" dropdown menu, then click "View Profile"

3. Next, click on the "Add profile section" button (located just under your name):
   a. A menu will pop up.
   b. Click on **Recommended**, then **Add licenses & certifications**.
   c. A menu will appear to add your certification. Complete the following:



   i. **Name** of the certification (e.g., Leadership Circle Profile [LCP] Certification)
   ii. **Issuing organization**: type/select **Leadership Circle**
   iii. **Issue date**: enter the date from your certificate
      - ***We recommend leaving the following fields <u>blank</u>:***
        - *Expiration date*
        - *Credential ID*
        - *Credential URL*
          - Leaving this field blank prevents the 'Show credential' button from displaying
          - If you prefer to include a link, input the URL for the general LCP Certification overview: https://leadershipcircle.com/leadership-coach-certifications/leadership-circle-profile/
        - *Skills*

   d. Click **Save.** Your certification will be displayed in your list of **Licenses & certifications**

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