

Miami-Dade County
Office of Management and Budget

Policy: Acceptance of External Lean Six Sigma Yellow Belt and Green Belt Certifications

Effective Date: June 1, 2026

1. Purpose

The purpose of this policy is to specify documentation required for reviewing and accepting external Lean Six Sigma (LSS) Yellow Belt and Green Belt certifications to ensure alignment with Miami-Dade County's LSS program expectations.

2. Scope

This policy applies to any participant seeking recognition or credit for LSS Yellow Belt or Green Belt training completed through an external provider.

3. Policy Statement

External LSS certifications will be evaluated for equivalency based on multiple factors, including instructional content, training duration, employee presentations required for certification, and if a real-world project was completed, if applicable.

4. External Yellow Belt Training Requirements

Applicants requesting recognition of an external Yellow Belt certification must submit the following documentation:

- Verification of course completion to include certification and name of the training provider
- Documentation of total instructional hours completed

5. External Green Belt Training Requirements

Applicants requesting recognition of an external Green Belt certification must submit the following documentation:

- Detailed course curriculum or syllabus outlining topics covered
- Documentation of total instructional hours completed
- Confirmation of whether a formal exam or assessment was required
- Copy of the project, presentation, or applied assignment completed as part of the certification, if applicable
- Verification of course completion to include certification and name of the training provider

6. Submission Guidelines

All documentation for external certification review must adhere to the following submissions standards.

- Materials must be submitted electronically
- All files must be clearly labeled with the applicant's name, certification level (Yellow Belt or Green Belt), and the name of the external training provider

All submissions must be sent to:

Amy Horton-Tavera

OMB Coordinator

Email: Amy.Horton-Tavera@miamidade.gov

7. Review Process

Submitted materials will be evaluated to determine whether the external certification meets program standards. Additional documentation may be requested for further verification. Approval of any external certificates will be granted at the discretion of OMB.