



HOW TO APPLY FOR THE INSTITUTE

The institute application closes on July 31, 2026. First consideration is given to applications received by June 1, 2026.



Complete the steps below:

Please submit original work; AI will produce similar, predictable material for everyone who uses these prompts.

- 1 Write a one-page essay in response to the following prompt.** *Format: Typed, 12pt font, single-spaced, one-inch margin, include your name and email at the top right of the document.*
The Institute prepares African Americans in community colleges for leadership roles to ensure that the pipeline to executive-level positions is fluid. Articulate how attending the Leadership Development Institute aligns with your current career aspirations. Reflect on your career journey thus far. Describe how your successes and lessons learned contribute to your future success as an executive-level leader of a community college. *File Naming Format: Last_First_Essay.pdf*
[Note: You may upload up to 2 artifacts to support your application (e.g. awards, recognitions, etc.)]
- 2 Obtain a letter of support.** You may submit a letter from a supervisor, sponsor, or mentor who can attest to your education, accomplishments, and leadership potential. *File Naming Format: Last_First_Letter of Support.pdf*
- 3 Prepare your resume for submission.** Submit your most recent resume. Be sure it includes your current position, any community college leadership experience, and related accomplishments. *File Naming Format: Last_First_Resume.pdf*
- 4 Write a brief Biographical sketch.** Written in the third person voice. Conveys your character, current position, key achievements, and related education with confidence and clarity. Adhere to a maximum word count of 100. *File Naming Format: Last_First_Bio.pdf* 
- 5 Select a headshot.** Adhere to generally acceptable standards of professionalism when choosing the photo. Save the image as a *.jpg. The photo is needed now for timely submission into the program booklet. Photos are not included in the selection process. *File Naming Format: Last_First_Photo.jpg* 
- 6 Complete the online application using [this link](#).** Be prepared to upload your essay, letter of support, resume, bio, and photo **with** the application. Submit all document files in *.pdf format. You can preview the application if desired.

FAQs:

- The link to the application will close at 11:59 pm on the stated deadline.
- You will receive notice of your acceptance status within 21 days of receipt of a complete application. Registration fees are due 30 days after acceptance.
- Send an email to LDI@ncbaa-national.org with any questions that may arise.