



Application for Certification - CoachVille Center for Coach Mastery - Full Program

Dear Prospective CoachVille Certified Coach,

CoachVille would like to be the first to congratulate you on your efforts to reach this exciting achievement! By completing your training at CoachVille and submitting to be a titled CoachVille Professional Certified Coach you are joining an energized group of committed coaches playing big in the pursuit of human greatness!

The following information will explain the steps in the certification process. Please complete your application online, you can access the application in the Certification Center - Located under the MY COMMUNITIES tab once logged into CoachVille.

In the spirit of Play,
Your CoachVille Leadership Team

Included in your Application package:

Application Instructions

Recording Instructions

Letter of Recommendation Instructions

Client Notice of Potential Contact

Recording Instructions

Waiver Instructions and copy

Your application including check list

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Instructions to submit your certification application

1. Check the CoachVille website, in the “My Account” area, to view your completed classes. Simply log through Member Center, and then click “My Account” located in the upper right corner of the page. You will see one or two links that will say “Classes prior to 2005” and/or “Classes after 2005”. Click under these and you will get a summary page of all your classes, which you can print out for your own reference. Verify that all your classes show as completed on your record before submitting your application.
2. The instructions here help you gather all the documentation you will need for submitting you application online. **Prepare ALL of your information FIRST as the online application must be completed and submitted in one sitting, you are not able to start and save your application.**
3. Complete your letters of reference as indicated on the “Letter of Recommendation” instructions.
4. When you complete your online application be sure to attach:

Two Letters of recommendation from PCC/MCC Coaches.
Signed Waiver from your recorded coaching session client.
Your completed CFCM Full Program Roadmap.
Your 30 minute recorded coaching session.

5. It takes approximately 4 weeks to process your application and review your recorded sessions. We send out confirmation of receipt notices within 5 days. If you don't receive one, please email coachvillecertification@coachville.com to check the status of your application.
6. Please submit your recording for Certification attached to your online application. You must also include IN THE RECORDING your client's verbal permission to review the session and record it.

The waiver copy is included at the bottom of this document. The waiver must be copied and pasted into the body of an email digitally signed by both you and sent to your client, have them digitally sign and return to you. That forwarded email must then be emailed to coachvillecertification@coachville.com - with CERTIFICATION WAIVER in the subject area.

On the recording you must say *“This is XXXX and I’m coaching YYYY and today is DD/MM/YYYY. This call is being recorded for the purposes of Certification by CoachVille LLC, CoachVille.com and the International Coach Federation. YYYY, do I have your permission to record and under these guidelines, share this recording?”*



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Instructions for Recorded Coaching Session

An important aspect of your certification submission is your recorded coaching session. Your session must be **submitted as an mp3 attached to your online certification application.**

Your recorded session will be scored in the same manner as a practicum and you must pass this scoring at the PCC or MCC level to complete your certification process. If you do not pass with your first submitted recording you will be offered one more opportunity to submit an additional recording, without charge. Should that recording not pass you will be contacted with suggestions for growth and improvement, for each submission after the initial two a \$400.00 fee will be charged.

Instructions for submitting your recorded coaching session:

1. Be sure to read the permission statement at the beginning of your session.

"This is XXXX and I'm coaching YYYY and today is DD/MM/YYYY. This call is being recorded for the purposes of Certification by CoachVille LLC, CoachVille.com and the International Coach Federation. YYYY, do I have your permission to record and under these guidelines, share this recording?"

2. Your recording must be 30 minutes.
3. Submit only recording of good sound quality, clear, without background noise and in mp3 format.
4. Recommendations for recording telephone coaching sessions:

Audio Acrobat - <http://www.audioacrobat.com/>

Maestro Teleconference - <http://maestroconference.com/>

Google Voice - <http://support.google.com/voice/bin/answer.py?hl=en&answer=115082>

5. **Submit your recording as an Mp3 attachment to your online application. PLEASE do not submit in any other form than Mp3. Submissions in other formats will be returned for resubmission.**



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Instructions for your Letters of Reference

In the simplification of our certification process we have aligned our letter of recommendation requirements with those of the ICF - this will allow seamless submission of your ICF application should you choose to submit to ICF for their certification process.

When you complete a practicum that scores at the PCC level you should request a letter of recommendation from your practicum coach, if you only scored one at PCC level you will need to secure another letter of recommendation from either a CoachVille instructor or a ICF - PCC/MCC credentialed coach who has heard you coach at the PCC level.

Student must submit 2 letters of reference. Each reference letter must:

- Be dated within 12 months of the date that you submit your application
- Be written on the referring coach's stationery or come from his/her email address.
- Come from a coach who is certified at the PCC/MCC level who has actually heard or observed you coaching.
- State that the coach has hear or observed you coaching.
- Contain a statement by the coach that he/she believes you coach at the PCC level.
- Contain a statement by the coach that he/she recommends you for the PCC credential.
- Come from a qualified coach who holds the PCC or MCC credential.

CoachVille Submission

Please follow the instructions above for submitting your entire Certification package.

ICF Submission

Do not send documentation to ICF Headquarters by mail or email. Only reference letters that have been uploaded with your online application will be accepted. If the letter was sent in an email, please provide a copy of the email in a way that showcases the message header to demonstrate that it came from the referring coach's email address



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Notification of Potential Contact by Certifiers

To better prepare your clients for possible contact by certifiers from CoachVille or the ICF it is recommended you email or phone your client list to inform them of potential contact.

This is not required by either CoachVille or the ICF - but is included for your use.

(Cut and paste this letter into an email to send to client when submitting your coaching log for the purpose of certification)

This letter is to notify you, as a past/present (delete that which does not apply). coaching client of mine that I am submitting an application to obtain the Certified Coach designation with CoachVille - Center For Coach Mastery and the International Coach Federation (ICF), or International Coaching Association (IAC), (delete those which do not apply).

As part of the certification process, I will submit my coaching log documenting the names, contact information, and hours coached with all coaching clients. No information about the focus or subject of our coaching relationship will be disclosed.

It is possible that a certifier with the CoachVille or the ICF will contact you to confirm our coaching relationship. If contacted, the certifier will confirm the dates and length of our coaching relationship ONLY.

All personal information will be held in the strictest confidence, and stored and transported accordingly.



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Certification Application - Center for Coaching Mastery

THIS IS FOR YOUR PREPARATION ONLY -

**THE FORM IS BELOW ALLOWS YOU TO GATHER YOUR
REQUIRED DOCUMENTS - ACTUAL APPLICATION
MUST BE SUBMITTED ONLINE.**

THIS IS FOR INFORMATIONAL PURPOSES ONLY.

SECTION 1: Student Information

Use uppercase/lowercase

Full Name	
Email Address	
Submission Date (mm/dd/yy)	
Any Alternate Email Used at CoachVille	

SECTION 2: CoachVille Certification Information

Name (as it is to be listed on Certification Certificate.)	
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SECTION 3: Coaching Code of Conduct and Ethics Agreement

As a CoachVille Certified Coach, I pledge to maintain high ethical standards and adhere to a code of ethics as detailed by the ICF found here: <http://www.coachfederation.org/about-icf/ethics-&-regulation/icf-code-of-ethics> .

I have read the code of ethics and attest that I agree to these ethics and standards and will uphold them.



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Signed:

Date:

(virtual signature accepted - must be sent from senders email address registered with CoachVille)

SECTION 4: Center for Coaching Mastery (CfCM) Required Class Completion List

Please complete this section completely - applications with missing class information will be returned. Check complete and total live and self directed audio per class.

Level One - Pursuit of Human Greatness

- ☐ **Play-Two-Win Method Complete - 12 Classes - 30 Training Hours**
 - ☐ Total Live Classes ☐ Total self Directed Audio Classes ☐ Game Card Average of 50 or above
- ☐ **Basic Coaching Skills Complete - 6 Classes - 15 Training Hours**
 - ☐ Total Live Classes ☐ Total self Directed Audio Classes ☐ Game Card Average of 50 or above
- ☐ **Two Practicum Participations - 2 One on One Mentor Hour - 2 Observed Coach Sessions - 8 Training Hours**
 - ☐ One Five Hour Practicum ☐ One Five Hour Practicum

Level Two - Pursuit of Inner Freedom

- ☐ **Inner Freedom Method Complete - 12 Classes - 30 Training Hours**
 - ☐ Total Live Classes ☐ Total self Directed Audio Classes ☐ Game Card Average of 50 or above
- ☐ **Proficiencies Coaching Complete - 6 Classes - 15 Training Hours**
 - ☐ Total Live Classes ☐ Total self Directed Audio Classes ☐ Game Card Average of 50 or above
- ☐ **Two Practicum Participations - 2 One on One Mentor Hour - 2 Observed Coach Sessions - 8 Training Hours**
 - ☐ One Five Hour Practicum ☐ One Five Hour Practicum

Level Three - Pursuit of Personal Evolution

- ☐ **Advanced Communication Skills - 6 Classes - 15 Training Hours**



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- ☐ Total Live Classes ☐ Total self Directed Audio Classes ☐ Game Card Average of 50 or above
- ☐ **Mentor Group Coaching Complete - 9 Group Mentor Hours - 6 Business Mentor Hours**
- ☐ Total Live hours (No self directed option available - must have 7 group mentor hours, all must be live.)
- ☐ **Two Practicum Participations - 1 One on One Mentor Hour - 2 Observed Coach Sessions - 8 Training Hours**
- ☐ One Five Hour Practicum ☐ One Five Hour Practicum

Final Certification Requirements

- ☐ Completed Application for Certification Above.
- ☐ Completed all required classes with at least 100 Trainings live and totaling 125 training hours.
- ☐ Completed Six - Five Hour Practicums as a participant.
- ☐ One Practicum scored at PCC level or higher.
- ☐ 100 Logged Coaching Hours - Attached to certification submission email with application.
- ☐ Average of 50 points or better per class game card.
- ☐ One – 30 min Mp3 recording of a coach session in a separate email.
- ☐ Two letters of reference from two ICF - PCC/MCC certified coaches - Attached to certification submission email with application.

I have read the above list of completed classes and requirements and attest that they have been completed

Signed:

Date:

(virtual signature accepted - must be sent from senders email address registered with CoachVille)