



Application for Certification - CoachVille Center for Coaching Mastery - Complete Program

Dear Prospective CoachVille Certified Coach:

CoachVille would like 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!

In the spirit of play,
Your CoachVille Leadership Team

Included in Your Application Package:

1. Application Instructions
2. Instructions for Recorded Coaching Session
3. Certification Application (including checklist)
4. Final Certification Requirements

1. Application Instructions

- 1.1. Verify that all of your classes show as completed on your record. To view a printable summary of all of your classes at CoachVille, log into CoachVille, click **My Account** located in the upper right corner of the page. Click the **Click for your classes since 2005** or **Click for your classes before 2005** link.
- 1.2. Email this completed application form to coachvillecertification@coachville.com with **CERTIFICATION APPLICATION** in the subject line.
- 1.3. Allow **6 weeks** to process your application and review and score your recorded coaching session. If you do not receive a certificate within 6 weeks, email coachvillecertification@coachville.com to check the status of your application.
- 1.4. Submit your 20-60 minute recorded coaching session for Certification in a separate email to coachvillecertification@coachville.com with **CERTIFICATION RECORDING** in the subject line.
- 1.5. Submit your transcript of your 20-60 minute recorded coaching session for Certification in a separate email to coachvillecertification@coachville.com with **CERTIFICATION RECORDING TRANSCRIPT** in the subject line.

2. Instructions for Recorded Coaching Session

- 2.1 Your recorded coaching session is a performance evaluation of your coaching that is scored like a practicum. You must pass at the PCC or MCC level to complete your certification process.

If you do not pass the first time, you may submit another recording, without charge. *If that recording does not pass, you will be contacted with suggestions for growth and improvement, and \$400 is charged for each additional recording submission.*

- 2.2 Read the following permission statement at the beginning of your recorded coaching session:

"This is (your name) and I'm coaching (client's name) and today is (Month Day, Year). This call is being recorded for the purposes of Certification by CoachVille LLC, CoachVille.com and the International Coach Federation. (Client's name), do I have your permission to record and under these guidelines, share this recording?"

- 2.2 Your recording must be 20-60 minutes.

- 2.3 The recording must have excellent sound quality, and in a MP3 format. Save the file with your name in this format: **Jane Doe CoachVille Recording.mp3**

- 2.4 Below are resources for recording telephone coaching sessions:

- Audio Acrobat - <http://www.audioacrobat.com/>
- MaestroConference - <http://maestroconference.com/>
- Google Voice - <http://support.google.com/voice/bin/answer.py?hl=en&answer=115082>
- Free conference bridge with recording feature: www.freeconferencepro.com

- 2.5 Submit your 20-60 minute recorded coaching session for Certification in a separate email to coachvillecertification@coachville.com with **CERTIFICATION RECORDING** in the subject line.

3. Optional Client Notice of Potential Contact

While not required by CoachVille, to prepare your clients for possible contact by certifiers from the ICF we *recommend* you email or phone your client list to inform them of potential contact.

Make sure to keep your coaching logs current and available. Cut and paste this letter into an email to send to client if notified by the ICF that they may audit your coaching hours.

This letter is to notify you, as a past or present coaching client that I am submitting an application to obtain the Certified Coach designation with CoachVille - Center for Coach Mastery and the International Coach Federation (ICF).

It is possible that a certifier from 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. No information about the focus or the subject of our coaching relationship will be asked for or required.

All personal information is strictly confidential, and stored and transported accordingly.

4. Certification Application - Center for Coaching Mastery

4.1 Student Information

Date:	
Full Name	
Email Address	
Any Alternate Email Addresses Used at CoachVille	
Mailing Address (street, city, state, zip)	
Home Phone	
Cell Phone	

4.2: CoachVille Certification Information

Full Name as you would like it listed on your Certificate.	
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4.3 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: <https://coachfederation.org/code-of-ethics>.

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

Signed: Click or tap here to enter text.

Date: Click or tap here to enter text.

(Virtual typed signature accepted - must be sent from applicant's email address registered with CoachVille)

4.4 Center for Coaching Mastery Required Class Completion List

On the first row, check the box if you completed the class. On the 2nd row enter the number of classes attended live (with code words entered into the syllabus). If you missed a class, but listened to the audio class, and marked yourself complete in the 3rd column of the syllabus (in completion tracking column), put that number in the Qty (box) of Self-Directed Audio Classes. If you completed a twelve-week class with at least 150 points in the "Total" column on the leader board of the class game, and at least 100 points for a 6-week class, put a check in the box next to Game Card Average of 50 or above. Complete this section fully - applications with missing class information will be returned.

Level One – Pursuit of Coaching Mastery

☐ Play Life/ Play-Two-Win Method™ Complete - 12 Classes - 24 Training Hours

____ Qty. Live Classes Qty. ____ Self-Directed Audio Classes ☐ Game Card Average of 50 or above

☐ Coaching Superpowers/Basic Coaching - 6 Classes - 12 Training Hours

____ Qty. Live Classes Qty. ____ Self-Directed Audio Classes ☐ Game Card Average of 50 or above

☐ **Proficiency Coaching - 6 Classes - 12 Training Hours**_____ Qty. Live Classes Qty. _____ Self-Directed Audio Classes ☐ Game Card Average of 50 or above☐ **Mentor Coaching - Group – 6 Classes – 7 Group Mentor Hours – 5 Competency Training Hours**_____ Total Live Mentor hours _____ Total Live Competency Hours ☐ Game Card Average of 50 or above☐ **One Practicum Observation - 5 Training Hours**☐ One Five-Hour Practicum☐ **Three Practicum Participations - 3 One on One Mentor Hours - 12 Training Hours**☐ One Five-Hour Practicum ☐ One Five-Hour Practicum ☐ One Five-Hour Practicum**Level Two – Pursuit of Human Greatness**☐ **World Power Method™ - 12 Classes - 24 Training Hours**_____ Qty. Live Classes Qty. _____ Self-Directed Audio Classes ☐ Game Card Average of 50 or above☐ **Advanced Communication Skills - 6 Classes - 12 Training Hours**_____ Qty. Live Classes _____ Qty. Self-Directed Audio Classes ☐ Game Card Average of 50 or above☐ **Inner Freedom Method™ Complete - 12 Classes - 24 Training Hours**_____ Qty. Live Classes _____ Qty. Self-Directed Audio Classes ☐ Game Card Average of 50 or above☐ **Three Practicum Participations - 3 One on One Mentor Hours - 12 Training Hours**☐ One Five-Hour Practicum ☐ One Five-Hour Practicum ☐ One Five-Hour Practicum☐ **Five 1.5-hour Deep Dive Mastery Classes – 7.5 Training Hours (Optional)**

_____ Qty. Live Deep Dive Mastery Classes

Total Live Class Hours:

Required Live Hours: 100 hours for graduation/certification.

Total Self-Directed Training Hours:

No more than 25 self-directed training hours.

5. Final Certification Requirements

- ☐ Completed Certification Application (Section 4 above).
- ☐ Completed all required classes with at least 100 training hours live versus self-directed and totaling 125 training hours.
- ☐ Completed (1) 5-hour Practicum as an *observer*.
- ☐ Completed (6) 5-hour Practicums as a *participant*.
- ☐ One Practicum scored at PCC level or higher.
- ☐ Attest to the fact that you have a coaching hours log listing at least 100 hours. 75 or more must be paid or bartered hours. Up to 25 hours can be listed as pro-bono. Must have at least 8 Coaching clients.
- ☐ Average of 50 points or better per class game card.
- ☐ One – 20-60 min MP3 recording of a coaching session in a separate email. **NOTE:** If you use file transfer service, you must send an email stating so, as they are often flagged as SPAM.
- ☐ A transcript of submitted recorded coaching session with time markers and client/coach designation included with MP3 recording submission.

5.1 Attestation of completion of requirements and coaching experience hours.

I attest that I have completed the above list of classes and requirements including a log of one hundred coaching experience hours logged after the start of CoachVille Coach Training. At least 25 of these hours must occur within 18 months of the application for the credential. Applicants will still be required to have a minimum of eight clients and 75 paid client-coaching experience hours.

Signed: _____

Date: _____

(Virtual typed signature accepted - must be sent from applicant's email address registered with CoachVille.)

Required Inclusions in Your Certification Submission:

All requirements MUST be emailed simultaneously. Incomplete submissions will not be reviewed.

1. This Completed Application with ALL requirements met.
2. Your Recorded Coaching Session in MP3 format.
3. Your Transcript of Your Recorded Coaching Session.

***For those pursuing ICF Certification after graduation from CoachVille, please note ICF ACC and PCC requirements:**

The ICF will require ACC applicants to complete 100 hours of client-coaching experience following the start of their coach-specific training. At least 25 of these hours must occur within 18 months of the application for the credential. ACC applicants will still be required to have a minimum of eight clients and 75 paid client-coaching experience hours.

Policy effective May 2018.

Client Coaching Logs / Client Coaching Experience hours will no longer be accepted by the ICF but you will be asked to attest that you have met the ACC/PCC/MCC requirements on the ICF Application and that the ICF reserves the right to audit your Client Coaching Experience.

Coaches applying for the **Associate Certified Coach credential via the ACSTH path** will be required to submit a **recording and transcript of a live coaching session**. The performance evaluation is currently a requirement for Professional Certified Coach candidates on the ACSTH path, so this change will ensure greater consistency across credential levels.

<https://coachfederation.org/performance-evaluations>

Policy effective July 31, 2018.

PCC Requirements:

The ICF will require PCC applicants to complete 500 hours (down from 750 hours, under the existing policy) of client-coaching experience following the start of their coach-specific training. At least 50 of these hours must occur within 18 months of the application for the credential. PCC applicants will still be required to have a minimum of 25 clients and 450 paid client-coaching experience hours.

MCC Requirements:

Master Certified Coach applicants will be required **to complete all their 2,500 hours of client coaching experience after the start of coach-specific training**.

Previously, ICF revised Associate and Professional Certified Coach policies to require that all coaching experience hours be completed after the start of coach-specific training. This change positively impacted credential-holders and the profession by ensuring that every hour of experience was delivered in the context of coach-specific training aligned with ICF's high standards. We expect a similarly positive impact from this change. Go to <https://coachfederation.org/icf-credential> for complete credentialing information.

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