



## Application for Certification - CoachVille Center for Coaching Mastery - Starter Program

Dear Prospective CoachVille Associate 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 Associate 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. Client Notice of Potential Contact
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](mailto:coachvillecertification@coachville.com) with **CERTIFICATION APPLICATION** in the subject line.
- 1.3. Allow **4 weeks** to process your application. If you do not receive a certificate within 5 weeks, please email [coachvillecertification@coachville.com](mailto:coachvillecertification@coachville.com) to check the status of your application.

### 2. 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.

### 3. Certification Application - Center for Coaching Mastery

#### 3.1 Student Information

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

#### 3.2: CoachVille Certification Information

Full Name as you would like it listed on your Certificate.	
--	--

#### 3.3 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)

#### 3.4 Center for Coaching Mastery Required Class Completion List

On the first row, check the box if you completed the class. On the 2<sup>nd</sup> 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 3<sup>rd</sup> 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 Human Greatness

##### ☐ Play Life/Play-Two-Win Method™ - 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 Core Competency Training Hours**

\_\_\_\_\_ Total Live Group Mentor hours      \_\_\_\_\_ Total Live Core 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

\*Game card average of 50 or above for all classes after 1/2011

#### 4. Final Certification Requirements

- ☐ Completed Certification Application (Section 3 above).
- ☐ Completed all required classes with at least 48 training hours live (versus self directed) and 60 totaling training hours.
- ☐ Completed (3) 5-hour Practicums as a *participant*.
- ☐ Completed (1) 5-hour Practicum as an *observer*.
- ☐ One Practicum scored at ACC level or higher.
- ☐ Attest to 100 hours (75 paid/barter) of coaching experience with at least 8 clients.
- ☐ Average of 50 points or better per class game card for classes after 1/1/11.

I attest that I have completed the above list of classes and requirements.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

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

<b>Total Live Class Hours:</b>  Required Live Hours: 100 hours for graduation/certification.	
<b>Total Self-Directed Training Hours:</b>  No more than 25 self-directed training hours.	

\*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***

Revised 11.6.19-DB