



## Roadmap to Coachville Certification - CVACC - Starter Program and how to apply after for ACC (ICF) Certification

Name:

Date:

Check box complete	Description of Course:		Total Hours	Certification Requirement	Total Score*/hours
Level One - Pursuit of Human Greatness					
	1. Play Two Win Method Coaching (12 wks) – <b>Required</b>	30	✓		
	2. Basic Coaching Skills & Ethics (6 wks) ) - <b>Required</b>	15	✓		
	3. Group Mentor Coaching - LIVE ATTENDANCE REQUIRED	15	✓		
	4. Practicum Participant - <b>Required</b>	5	✓		
	5. Practicum Participant - <b>Required</b>	5	✓		
	6. Practicum Participant - <b>Required</b>	5	✓		
	7. Conduct and track coaching sessions - <b>Required 100 HOURS</b>	*	✓		
	8. Step Up and Stand Out (Business Academy Level 1) - <b>Elective</b>	15	elective		
Submit for CoachVille CVACC Certification					
	9. Complete the above list for starter program curriculum and confirm all attendance codes or marked completes for audio have been entered for each class. * Can log a total of 12 self directed audio hours		✓		
	10. Complete Group Mentor Coaching – 6 weeks <b>Must have 5 classes attended live</b> for 7 mentor coaching hours.		✓		
	11. Confirm all classes have game card <b>average</b> score of 50.		✓		
	12. Confirm completion of 3 Practicum Participant with one scoring at ACC or higher.		✓		
	13. Request your letter of completion and attach your finalized roadmap and email to generalmanager@coachville.com.		✓		
	14. Request two letters of recommendation from practicum coaches.		✓		
	15. Complete and submit a log of a total of 100 coaching hours.		✓		
	****SEE SAMPLE COMPLETED FORM BELOW & LOG BELOW				

## Roadmap to Coachville Certification - CVACC - Starter Program and how to apply after for ACC (ICF) Certification

### ICF Certification: Portfolio Application for ICF - ACC – Additional Requirements

This is an independent certification through the ICF- it is not a requirement and is provided for your information only. Although we do our best to stay current on ICF requirements always confirm with the ICF website before submitting your information.  
[www.coachesfederation.org](http://www.coachesfederation.org)

1. Complete and log 100 hours (at least 75 must be paid hours) with a minimum of 8 clients for Associate Certified Coach (ACC). You can and should be coaching regularly and documenting these hours while you are attending school rather than waiting until after you graduate, to make it easier to meet this requirement.

*Paid hours – defined by the ICF - include bartered services*

2. Collect 2 reference letters from a Professional Certified Coach (PCC) or a Master Certified Coach (MCC) and upload with your ICF application. These are the letters you request from your practicum coaches as listed above.

3. Submit ICF application online and pay the fee (*go to [www.coachfederation.org](http://www.coachfederation.org) for details*). You will be submitting your application through the ICF Portfolio route which will require a live exam. The live exam is by phone and is a 30 minute coaching session where the applicant coaches an ICF assessor coach. Your practicum experience prepares you for this testing - but sure to follow ICF core competencies just as in CoachVille practicums.

Your application will require online submission of the below listed documents in digital form – PDF is preferable:

1. Your letter of completion documenting 60 coach specific training hours and 10 mentor coach hours from Coachville.
2. Your client coaching hours log
3. Your 2 reference letters from your practicum coaches - who are ICF - PCC or MCC coaches.

## Roadmap to Coachville Certification - CVACC - Starter Program and how to apply after for ACC (ICF) Certification

Name: SAMPLE COMPLETED FORM

Date: 01/01/2012

Check box complete	Description of Course:	Total Hours	Certification Requirement	Total Score*/hours
Level One - Pursuit of Human Greatness				
✓	1. Play Two Win Method Coaching (12 wks) – <b>Required</b>	30	✓	156 pts
✓	2. Basic Coaching Skills & Ethics (6 wks) ) - <b>Required</b>	15	✓	59 pts
✓	3. Group Mentor Coaching - LIVE ATTENDANCE REQUIRED	15	✓	122 pts
✓	4. Practicum Participant - <b>Required</b>	5	✓	ACC
✓	5. Practicum Participant - <b>Required</b>	5	✓	ACC
✓	6. Practicum Participant - <b>Required</b>	5	✓	ACC
✓	7. Conduct and track coaching sessions - <b>Required 100 HOURS</b>	*	✓	112 hours
✓	8. Step Up and Stand Out (Business Academy Level 1) - <b>Elective</b>	15	elective	189 pts
CoachVille CVACC Certification				
✓	9. Complete the above list for starter program curriculum and confirm all attendance codes or marked completes for audio have been entered for each class. * Can log a total of 12 self directed audio hours		✓	NA
✓	10. Complete Group Mentor Coaching – 6 weeks <b>Must have 5 classes attended live</b> for 7 mentor coaching hours.		✓	6 classes live
✓	11. Confirm all classes have game card <b>average</b> score of 50.		✓	yes
✓	12. Confirm completion of 3 Practicum Participant with <b>one</b> scoring at <b>ACC or higher</b> .		✓	ACC
✓	13. Request your letter of completion and attach your finalized roadmap and email to generalmanager@coachville.com.		✓	Attached
✓	14. Request two letters of recommendation from practicum coaches.		✓	Attached
✓	15. Complete and submit a log of a total of 100 coaching hours. Log sample follows.		✓	Attached