

Check When Complete	Description of Course:	Total Hours	Graduation Certification Requirement	Total Score/hours See notes**
Level One: The Pursuit of Coaching Mastery				
	1. Play-Two-Win Method™ Coaching (12 wks) – Required⁴	24	✓	
	2. Basic Coaching (6 wks) – Required⁴	12	✓	
	3. Proficiency Coaching (6 wks) – Required⁴	12	✓	
	4. Practicum Observation 1 5-hour session – Required¹	5	✓	
	5. Practicum Participant –1 5-hour session - Required^{2,6}	4/1	✓	
	6. Practicum Participant –1 5-hour session - Required^{2,6}	4/1	✓	
	7. Practicum Participant –1 5-hour session - Required^{2,6}	4/1	✓	
	8. Mentor Coaching - Group (6 wks) – Required⁵	7/5	✓	
	9. Conduct and track coaching sessions – Required³	**	✓	
Level Two – The Pursuit of Human Greatness				
	10. World Power Method™ Coaching (12 wks) – Required	24	✓	
	11. Advanced Communication for Coaches (6 wks) – Required⁴	12	✓	
	12. Practicum Participant –1 5-hour session - Required^{2,6}	4/1*	✓	
	13. Practicum Participant –1 5-hour session - Required^{2,6}	4/1*	✓	
	14. Practicum Participant –1 5-hour session - Required^{2,6}	4/1*	✓	
	15. 5- 1.5 hr sessions of Deep Dive Mastery Classes – Required³	7.5	✓	
	16. Conduct and track coaching sessions – Required³	**	✓	
	17. Inner Freedom Method™ Coaching (12 wks) – Elective	24	elective	
** Important Notes				
**	<p>Score area is for tracking of game card score, practicum scores and logged coaching hours. To qualify for graduation/certification you must:</p> <p>¹ Attend one Practicum as an Observer-5 hours required.</p> <p>² Attend 6 practicums and pass one practicum at PCC level.</p> <p>³ Conduct and log 100 coaching hours for CVPCC.</p> <p>⁴ Earn an average score of 50 on each game card (for classes after 1/2011).</p> <p>⁵ 7 hours ICF mentor coaching/5 hours core competency training.</p> <p>⁶ 4/1 - Four training hours/One mentor or observed coaching hour.</p>			

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Coachville Graduation and Certification				
	18. Complete the Center for Coaching Mastery curriculum and confirm all attendance codes ⁷ have been entered for each class.		✓	
	19. Complete Mentor Coaching - Group. All six sessions are required ⁸ .		✓	
	20. Confirm all classes have a game card average score of 50 for all classes taken after January 1, 2011.		✓	
	21. Complete all available class quizzes – receiving a score of 80% or higher <i>for classes without game cards.</i>		✓	
	22. Confirm completion of 6 Practicum Participant sessions with written feedback and one passing at the PCC level⁹.		✓	
	23. Complete and submit the application for graduation. The certification process may take up to 6 weeks.		✓	
	24. Complete and submit a log of a minimum of 100 hours (75 paid) of coaching experience with at least 8 clients for CVPCC.		✓	
	25. Submit one 30 to 40-minute mp3 recording of you coaching a client. a. You must have the following verbal permission included in the recording: <i>"This is (your name) and I'm coaching (client name) and today is MM/DD/YYYY. This call is being recorded for the purposes of Certification by CoachVille LLC, CoachVille.com and the International Coach Federation. (Client name), do I have your permission to record and under these guidelines, share this recording?"</i> b. You must receive a score of PCC or MCC level. If you do not pass the first time, you can try again in 30 days. If you do not pass the second time, you can try again for a cost of \$400 (our cost).		✓	

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**Important Notes				
	<p>⁷You must complete 80% of your training live, this allows for 20% or 25 hours (12 classes) of the 125-hour program as self directed audio. Mark self directed classes <i>complete</i> in the syllabus when you complete the audio portion.</p> <p>⁸ Mentor Coaching - Group classes include 7 hours ICF approved mentor coaching – and 5 hours of core competency training. All six sessions are required.</p> <p>⁹Four hours per practicum count as training hours, each coaching hour and debrief counts as mentor coaching and/or observed coaching sessions. Six Practicums are required.</p>			

ICF Certification: ACTP Path Application for ICF - ACC – Additional Requirements	
	<p>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. <i>Paid hours – defined by the ICF - include bartered services</i></p> <p>Upcoming: Changes to ACC Requirements Above Existing policy: coaches may count client-coaching experience hours logged prior to the start of coach-specific training toward requirements for the ACC.</p> <p>New policy: 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.</p> <p>When do these go into effect? The ICF Global Board has approved a 12-month phase-in period for the new requirements. Beginning October 1, 2015, PCC applicants who meet these requirements will be able to begin applying under the new criteria. Beginning October 1, 2016, all PCC applicants will be required to meet the new criteria.</p>
	<p>2. Submit ICF application online and pay the fee (<i>go to www.coachfederation.org for details</i>). You will be submitting your application through the ICF ACSTH path. The ACSTH path is for coaches who have completed training via an Approved Coaching Specific Training Hour (ACSTH) program or a partial ACTP program (like our Starter or Summer Intensive Program).</p> <p>Your application will require online submission of the below listed documents in digital form:</p> <ol style="list-style-type: none"> 1. Your letter of completion documenting 60 coach specific training hours and 10 mentor coach hours from Coachville. 2. Your client coaching hours log (PDF is preferable). <p>Note: The requirement for “One recorded coaching session between 20 and 60 minutes in MP3 or WMA format. File size must 95 megabytes or less.” has been removed. Effective April 1, 2014 per ICF a recorded coaching session is only required for ACC Portfolio applicants if any part of your training was not from an ICF accredited training program.</p>
	<p>3. Complete the ICF Coach Knowledge Assessment (CKA). ACTP, ACSTH and Portfolio applicants at all three Credentialing levels (ACC, PCC and MCC) are required to pass the assessment in order to earn an ICF Credential. The ICF Coach Knowledge Assessment is a multiple-choice, web-based exam that applicants can take on their home or work computers. The objectively-scored exam includes questions around the ICF definition of coaching, the ICF Core Competencies and the ICF Code of Ethics.</p>

ICF Certification: ACTP Application for PCC – Additional Requirements	
	<p>1. Complete 750 hours (675 paid hours) of coaching with a minimum of 25 clients for Professional Certified Coach (PCC). TIP: 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. <i>Paid hours – defined by the ICF include bartered services.</i></p> <p>PLEASE NOTE UPCOMING ICF CHANGES:</p> <p>Existing policy: coaches may count client-coaching experience hours logged prior to the start of coach-specific training toward requirements for the PCC.</p> <p>New policy: The ICF will require PCC applicants to complete 500 hours (<i>down from 750 hours, under the existing policy</i>) of client-coaching experience <i>following the start</i> 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.</p> <p>When do these go into effect?</p> <p>The ICF Global Board has approved a 12-month phase-in period for the new requirements. Beginning October 1, 2015, PCC applicants who meet these requirements will be able to <i>begin applying</i> under the new criteria.</p> <p>Beginning October 1, 2016, <u>all</u> PCC applicants will be required to meet the new criteria.</p>
	<p>2. Submit ICF application online and pay the fee (<i>go to www.coachfederation.org for details</i>). As a graduate of Coachville, an ICF Accredited Coaching Training Program (ACTP), there is no evaluation or examination.</p> <p>Your application will require online submission of the following information or documents in digital form – PDF is preferable:</p> <ol style="list-style-type: none"> 1. Your certification diploma from CoachVille. 2. Your client coaching hours log. 3. The PCC ACTP application has a Mentor Coach section that states, “During your ACTP program, you should have received mentor coaching. Please list the name and email of the person responsible for your mentor coaching during your participation in the ACTP program.” List the name and email address of the instructor for your Mentor Coaching - Group course.
	<p>3. Effective April 1, 2014, all applicants for an ICF Credential will be required to complete the ICF Coach Knowledge Assessment. Both Portfolio and ACTP applicants at all three Credentialing levels (ACC, PCC and MCC) will be required to pass the assessment in order to earn an ICF Credential. The ICF Coach Knowledge Assessment is a multiple-choice, Web-based exam that applicants can take on their home or work computers. The objectively-scored exam includes questions around the ICF definition of coaching, the ICF Core Competencies and the ICF Code of Ethics.</p>

	Previous/Old Class Names - translated to new classes Find your class in this list to convert to current class	Details	Play-Two-Win Current 12 week Class	World Power Current 12 week Class	Inner Freedom Current 12 week Class
	1. Coach-Two-Win: QuickStart – 4 Weeks Coach-Two-Win: Master the Method – 4 Weeks Coach-Two-Win: Mastery Quick Start – 4 Weeks	Choose two from this list. Is 1 st 6 weeks Play-Two-Win	✓		
	2. Coach Two Win: Play Better Method – 6 Weeks	Is 1 st 6 weeks Play-Two-Win	✓		
	3. Coach The Game – 6 Weeks	Is 2 nd 6 weeks Play-Two-Win	✓		
	1. Environmental Design for Flow – 6 Weeks	Is 1 st 6 weeks World Power		✓	
	2. 9 Environments for Personal Evolution – 6 Weeks	Is 2 nd 6 weeks World Power		✓	
	3. Personal Environments – 6 Weeks	Is 1 st 6 weeks World Power		✓	
	4. Advanced Personal Environments – 6 Weeks	Is 2 nd 6 weeks World Power		✓	
	1. Inner Awareness Coaching – 6 Weeks	Is 1 st 6 weeks Inner Freedom			✓
	2. Advanced Inner Awareness Coaching – 6 Weeks	Is 2 nd 6 weeks Inner Freedom			✓
	3. Super Conductivity – 6 Weeks	Is 1 st 6 weeks Inner Freedom			✓
	4. Advanced Super Conductivity – 6 Weeks	Is 2 nd 6 weeks Inner Freedom			✓