

Check When Complete	Description of Course:	Total Hours	Graduation Certification Requirement	Total Score/hours See note**
Level One - Pursuit of Human Greatness				
	1. Play Two Win Method Coaching (12 wks) – Required	30	✓	
	2. Basic Coaching Skills & Ethics (6 wks) - Required	15	✓	
	3. Practicum Participant - Required*	4/1****	✓	
	4. Practicum Participant - Required*	4/1****	✓	
	5. Conduct and track coaching sessions - Required*	*	✓	
	6. Step Up and Stand Out (Business Academy Level 1) - Elective	15	elective	
Level Two - Pursuit of Inner Freedom				
	7. Inner Freedom Method Coaching (12 wks) - Required	30	✓	
	8. Proficiencies Coaching (6 wks) - Required	15	✓	
	9. Group Mentor Coaching (6 wks) – Required***	7.5/7.5*****	✓	
	10. Practicum Participant - 1 5-hour session- Required*	4/1****	✓	
	11. Practicum Participant - 1 5-hour session- Required*	4/1****	✓	
	12. Conduct and track coaching sessions - Required*	*	✓	
Level Three - Pursuit of Personal Evolution				
	13. Advanced Communication for Coaches (6 wks) - Required	15	✓	
	14. Practicum Participant - 1 5-hour session - Required*	4/1****	✓	
	15. Practicum Participant - 1 5-hour session - Required*	4/1****	✓	
	16. Conduct and track coaching sessions - Required*	*	✓	
	17. World Power Method Coaching (12 wks) - Elective	30	elective	
	18. Expect Yes - Get Yes (Business Academy Level 2) - Elective	15	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>*You must pass one practicum at PCC level.</p> <p>**An average score of 50 on game cards is required for classes after 1/2011.</p> <p>** You must conduct and log 100 coaching hours for CVPCC (750 for ICF PCC).</p> <p>***Mentor coaching required for those registered after 1/2011</p> <p>****4/1 - Four training hours/One mentor-observed coaching hour</p> <p>*****7.5 hours ICF mentor coaching/7.5 hours elective business coaching.</p>			

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Coachville Graduation and Certification				
	19. Complete the Center for Coaching Mastery curriculum and confirm all attendance codes* have been entered for each class.		✓	
	20. Complete Group Mentor Coaching – 6 weeks for those registered after January 1, 2011. **		✓	
	21. Confirm all classes have a game card average score of 50 for all classes taken after January 1, 2011.		✓	
	22. Complete all available class quizzes – receiving a score of 80% or higher for classes without game cards.		✓	
	23. Confirm completion of 6 Practicum Participant sessions with written feedback and one passing at the PCC level. ***		✓	
	24. Complete and submit the application for graduation. The certification process may take up to 4 weeks.		✓	
	25. Complete and submit a log of a minimum of 100 coaching hours for CVPCC. (Note: ICF requires 100 for ACC and 750 for PCC).		✓	
	26. Submit one 30-40 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/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>* You must complete 80% of your training live, this allows for 20% or 25 hours (ten classes) of the 125-hour program as self directed audio - please be sure to mark complete in the syllabus when you complete the audio portion.</p> <p>**Each of the six group mentor coaching classes includes 1.5 hours of ICF approved mentor coaching - 7 hours or 5 classes need to be completed to meet this requirement.</p> <p>***Four 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 Application for ACC– Additional Requirements	
	<p>1. Complete 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.</p> <p><i>Paid hours – defined by the ICF include bartered services</i></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 below listed 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 ACC 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 Group Mentor Coaching 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>

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). 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.</p> <p><i>Paid hours – defined by the ICF include bartered services</i></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 Group Mentor Coaching 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			✓