



## 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. Client Notice of Potential Contact
4. Certification Application (including checklist)
5. 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 along with your **Coaching Log** to [coachvillecertification@coachville.com](mailto: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. We email a confirmation of receipt within 5 days. If you do not receive one, email [coachvillecertification@coachville.com](mailto:coachvillecertification@coachville.com) to check the status of your application.
- 1.4. Submit your 30-40 minute recorded coaching session for Certification in a separate email to [coachvillecertification@coachville.com](mailto:coachvillecertification@coachville.com) with **CERTIFICATION RECORDING** 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 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 30-40 minutes.

2.3 The recording must have excellent sound quality, and in 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](http://www.freeconferencepro.com)

2.5 Submit your 30-40 minute recorded coaching session for Certification in a separate email to [coachvillecertification@coachville.com](mailto:coachvillecertification@coachville.com) with **CERTIFICATION RECORDING** in the subject line.

### 3. Optional Client Notice of Potential Contact

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

*Cut and paste this letter into an email to send to client when submitting your coaching log for the purpose of certification.*

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).

As part of the certification process, I will submit my coaching log documenting the names, contact information, and hours coached with all coaching clients. No information about the focus or subject of our coaching relationship will be disclosed.

It is possible that a certifier with the CoachVille or 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.

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:

<http://coachfederation.org/about/landing.cfm?ItemNumber=854&navItemNumber=634>

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

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

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

(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

Check boxes for completed classes and enter quantity of live and self directed audio classes. Complete this section fully - applications with missing class information will be returned.

###### *Level One – Pursuit of Coaching Mastery*

☐ **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\*

☐ **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

**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\*

☐ **Proficiency Coaching - 6 Classes - 12 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**

\_\_\_\_\_ Qty. Live Deep Dive Mastery Classes

☐ **Inner Freedom Method™ Complete - 12 Classes - 24 Training Hours (Optional)**

\_\_\_\_\_ Qty. Live Classes \_\_\_\_\_ Qty. Self Directed Audio Classes ☐ Game Card Average of 50 or above\*

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

## 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.
- ☐ Submit one Coaching Hours Log: 100 hours (75 paid) of coaching experience with at least 8 clients. Attach to certification submission email with application. \*
- ☐ Average of 50 points or better per class game card.
- ☐ One – 30-40 min MP3 recording of a coach session in a separate email.

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.)

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

**Changes to ICF ACC Requirements:**

*Existing policy:* coaches may count client-coaching experience hours logged prior to the start of coach-specific training toward requirements for the ACC.

*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.

**Changes to ICF PCC Requirements:**

*Existing policy:* coaches may count client-coaching experience hours logged prior to the start of coach-specific training toward requirements for the PCC.

*New policy:* 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.

When do they 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 applicants will be required to meet the new criteria.