

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>	24	✓	
	2. Basic Coaching Skills & Ethics (6 wks) - <b>Required</b>	12	✓	
	3. Proficiency Coaching (6 wks) - <b>Required</b>	12	✓	
	4. Group Mentor Coaching - LIVE ATTENDANCE REQUIRED	7/5	✓	
	5. Practicum Observer – Minimum 3 hours <b>Required</b>	5	✓	
	6. Practicum Participant - <b>Required</b>	5	✓	
	7. Practicum Participant - <b>Required</b>	5	✓	
	8. Practicum Participant - <b>Required</b>	5	✓	
	9. Conduct and track coaching sessions - <b>Required 100 HOURS</b>	*	✓	
	10. Step Up and Stand Out (Business Academy Level 1) - <b>Elective</b>	15	elective	
Submit for CoachVille CVACC Certification				
	11. Complete the above list for the Starter Program curriculum and confirm all attendance codes and “marked complete” boxes in the syllabus are checked for each class. * Can log a total of 12 self directed audio hours		✓	
	12. Complete Group Mentor Coaching – 6 weeks. 7 hours mentor coaching/5 hours core competency training. Must attend all 6 classes live for required 7 mentor coaching hours. (Each class is 1.25 mentor hours/.75 training hours)		✓	
	13. Confirm all classes have game card <b>average</b> score of at least 50.		✓	
	14. Confirm completion of 3 Practicum Participants with one scoring at ACC or higher.		✓	
	15. Complete CoachVille Starter Program Certification Application.		✓	
	16. Complete and submit a coaching log of a minimum of 100 total coaching hours.		✓	

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

These additional items are for independent certification through the ICF- it is not a CoachVille requirement and is provided for your information only. Go to the [www.coachfederation.org](http://www.coachfederation.org) website for more information and to apply.

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. 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 path which will require submission of a coaching recording.

Your application will require online submission of the below listed documents in digital form:

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).

**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.

3. Effective April 1, 2014, all applicants for an ICF Credential will be required to complete the ICF [Coach Knowledge Assessment](#) (CKA). 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.

Name: SAMPLE COMPLETED FORM

Date: 04/01/2014

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>	24	✓	156 pts
	2. Basic Coaching Skills & Ethics (6 wks) - <b>Required</b>	12	✓	59 pts
	3. Proficiency Coaching (6 wks) - <b>Required</b>	12	✓	77pts
	4. Group Mentor Coaching - LIVE ATTENDANCE REQUIRED	7/5	✓	122 pts
	5. Practicum Observer – Minimum 3 hours <b>Required</b>	5	✓	5 hours
	6. Practicum Participant - <b>Required</b>	5	✓	ACC
	7. Practicum Participant - <b>Required</b>	5	✓	ACC
	8. Practicum Participant - <b>Required</b>	5	✓	ACC
	9. Conduct and track coaching sessions - <b>Required 100 HOURS</b>	*	✓	112 hours
	10. Step Up and Stand Out (Business Academy Level 1) - <b>Elective</b>	15	elective	189 pts
Submit for CoachVille CVACC Certification				
	11. Complete the above list for Starter Program curriculum and confirm all attendance codes and “marked complete” boxes in the syllabus are checked for each class. * Can log a total of 12 self directed audio hours		✓	
	12. Complete Group Mentor Coaching – 6 weeks. 7 hours mentor coaching/5 hours core competency training. Must attend all 6 classes live for required 7 mentor coaching hours. (Each class is 1.25 mentor hours/.75 training hours)		✓	
	13. Confirm all classes have game card <b>average</b> score of at least 50.		✓	
	14. Confirm completion of 3 Practicum Participant with one scoring at ACC or higher.		✓	
	15. Complete CoachVille Starter Program Certification Application.		✓	
	16. Complete and submit a coaching log of a minimum of 100 total coaching hours.		✓	