

real coaching. pure fun.

CoachVille™

Application for Certification - CoachVille Center for Coaching Mastery - Full 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 or CoachVille Associate 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 check list)
5. Final Certification Requirements

1. Application Instructions

- 1.1. Verify that all of your classes show as completed on your record before submitting your application. 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. Complete and save this application form and attach in an email along with your **Coaching Log** to coachvillecertification@coachville.com with **CERTIFICATION APPLICATION** in the subject line.
- 1.3. It takes approximately **4 weeks** to process your application and review your recorded session. We send out confirmation of receipt notices within 5 days. If you don't receive one, please email coachvillecertification@coachville.com to check the status of your application.
- 1.4. Please submit your 30-40 minute recorded coaching session for Certification in a separate email to coachvillecertification@coachville.com with **CERTIFICATION RECORDING** in the subject line. Include the verbal permission waiver on the actual recording.

2. Instructions for Recorded Coaching Session

- 2.1 Your recorded coaching session is a performance evaluation of your coaching that serves as your final exam.

It is scored in the same manner as a practicum and you must pass at the PCC or MCC level to complete your certification process. If you do not pass with your first submitted recording you will be offered one more opportunity to submit an additional recording, without charge. *Should that recording not pass you will be contacted with suggestions for growth and improvement, and for each submission after the initial two a \$400.00 fee will be charged.*

- 2.2 The following permission statement must be read 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 Submit only a recording of good sound quality, clear, without background noise and in MP3 format. Save the file with your name in this format: **Jane Doe CoachVille Recording.mp3**

- 2.4 Resources for recording telephone coaching sessions are listed below:

- 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

- 2.5 Submit your recording in an email separate from your application and supporting documentation - send it to coachvillecertification@coachville.com with CERTIFICATION RECORDING in the subject line.

3. Client Notice of Potential Contact

To better prepare your clients for possible contact by certifiers from CoachVille or the ICF it is recommended you email or phone your client list to inform them of potential contact.

This is not required by either CoachVille or the ICF - but is included for your use.

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 will be held in the strictest confidence, 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	
Home Phone	
Cell Phone	

4.2: CoachVille Certification Information

Name (as it is to be listed on Certification 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

Please 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 Human Greatness

☐ **Play-Two-Win Method Complete - 12 Classes - 30 Training Hours**

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

☐ **Basic Coaching Skills & Ethics Complete - 6 Classes - 15 Training Hours**

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

☐ **Two Practicum Participations - 1 One on One Mentor Hours - 1 Observed Coach Sessions – 8 Training Hours**

☐ One Five Hour Practicum ☐ One Five Hour Practicum

Level Two – Pursuit of Inner Freedom

☐ **Inner Freedom Method Complete - 12 Classes - 30 Training Hours**

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

☐ **Proficiencies Coaching Complete - 6 Classes - 15 Training Hours**

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

☐ **Two Practicum Participations - 1 One on One Mentor Hours - 1 Observed Coach Sessions - 8 Training Hours**

☐ One Five Hour Practicum ☐ One Five Hour Practicum

Level Three – Pursuit of Personal Evolution☐ **Advanced Communication Skills - 6 Classes - 15 Training Hours**

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

☐ **Mentor Group Coaching – 6 Classes – 7.5 Group Mentor Hours – 7.5 Business Mentor Hours**

_____ Total Live Group Mentor hours (The first 1.25 hours of each class are **required** Group Mentoring hours, a minimum of 7 is required.)

_____ Total Live Business Hours (The last 1.25 hours of each class are **elective** Business Mentoring hours.)

☐ **Two Practicum Participations - 1 One on One Mentor Hours - 1 Observed Coach Sessions - 8 Training Hours**

☐ One Five Hour Practicum ☐ One Five Hour Practicum

*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 6 5-hour Practicums as a *participant*.
- ☐ One Practicum scored at PCC level or higher.
- ☐ Submit one Coaching Hours Log:
 - ☐ Coaching Hours Log: 750 hours with 675 of those hours being paid hours with a minimum of 25 clients. Attach to certification submission email with application.
 - ☐ Coaching Hours Log: 100 hours with 75 of those hours being paid hours with a minimum of 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 have read the above list of completed classes and requirements and attest that they have been completed.

Signed: _____

Date: _____

(Virtual typed signature accepted - must be sent from applicant's email address registered with CoachVille.)

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