



GRADUATION AND CERTIFICATION REQUIREMENTS

GRADUATION

To be considered a **Graduate** of the Accomplishment Coaching Coaches' Training Program - Intensive format, participants must:

- 1) Attend a minimum of 20 days live of the 24 available days of in-person coach training sessions. If a participant misses a training session (up to a maximum of 4 days total is permitted), they must watch online recordings of the module and work through any experiential exercises with their Mentor Coach.
- 2) Participate in 44 weekly, 1 on 1 coaching calls (generally one hour) with their Mentor Coach.
- 3) Take on and support the participant team to take on the assigned Monthly Practice Areas (coursework between sessions).
- 4) Coach one of the Program's demonstration clients at an in-person training session and be reviewed using the ICF Core Competencies Rating Form by their fellow participants and members of the Leadership Team, and also coach this client for the following month and receive client feedback.
- 5) Submit a total of four recorded coaching sessions to their Mentor Coach at requested intervals during the course of the program. The participant's Mentor Coach will evaluate and provide feedback on these sessions using the ICF Core Competencies Rating Sheet. (Note: The clients being coached in the recordings must come from outside the program. The session should represent a demonstration of the ICF core competencies, rather than simply the use of a tool, such as the Essence Conversation.)
- 6) Achieve a minimum of 70% on all written tests during the program.
- 7) Achieve a minimum average rating of 5 using the ICF Core Competencies Rating Sheet on one of the final oral exams. (Note: The final exam cannot be used as one of the 4 recorded coaching sessions that must be submitted.)

Participants who complete the above are given the designation: "**Accomplishment Coaching Coaches Training Program Graduate**".

CERTIFICATION

"Certification" is representative of a higher level of coaching proficiency than Graduation. As a graduate of an Accredited Coach Training Program (ACTP), Certification is the first step towards obtaining your International Coach Federation Credentials (such as "ACC", "PCC" and "MCC") via the more streamlined ACTP application process. To obtain "Certification" from Accomplishment Coaching, you must fulfill all the requirements for Graduation outlined above and also fulfill a number of additional requirements. It is possible to complete these additional requirements during the course of the year-long Coaches Training Program, in which case participants may be able to obtain Accomplishment Coaching Certification concurrent with their Graduation. Graduates may also obtain Accomplishment Coaching Certification at any time subsequent to graduation once these additional requirements have been met.

CERTIFICATION WITHIN THE YEAR OF THE COACHES TRAINING PROGRAM

Certification from Accomplishment Coaching during the full year of the program requires that the participant meet criteria 1) to 6) for Graduation listed above, and also:



GRADUATION AND CERTIFICATION REQUIREMENTS

- 1) Obtain a total of 6 PCC/MCC Observed Sessions** prior to Module 6. (See definition below). **
- 2) Coach a minimum of 8 clients with whom they have a written agreement for the purpose of coaching. (Note that single Complimentary or Introductory Sessions do not fulfill this requirement.)
- 3) Complete (or be on track with current clients to complete by their graduation date) a minimum of 100 hours of coaching experience, with a minimum of 80 of those being paid hours. (Note: Barter arrangements do not qualify as paid or unpaid hours.)
- 4) Submit a completed “Certification Application – Current Participants” (found on the acaffiliates.coach website), prior to Module 6, complete with payment of the application fee to: programs@accomplishmentcoaching.com. (Note: For participants applying for certification during their program the fee is \$150.)
- 5) Achieve a minimum rating of 5 on both oral exams in the exam module of their program and an average rating of 7 on at least one of the oral exams in the exam module of their program, as evaluated by a PCC or MCC evaluator using the ICF Core Competencies Rating Form.
- 6) Agree to adhere to the ethical standards established by Accomplishment Coaching and the International Coach Federation in all aspects of their coaching business.

CERTIFICATION AFTER GRADUATION

Certification from Accomplishment Coaching after graduation from the program requires that the participant meet all of the criteria for Graduation, and also:

- 1) Obtain a total of 6 PCC/MCC Observed Sessions** (See definition below).
- 2) Coach a minimum of 8 clients with whom they have a written agreement for the purposes of coaching. (Note that single Complimentary or Introductory Sessions do not fulfill this requirement.)
- 3) Complete a minimum of 100 hours of coaching experience, with a minimum of 80 of those being paid hours. (Note: Barter clients do not qualify as paid or unpaid hours.)
- 4) Submit a completed “Certification Application – Graduates” (found on the acaffiliates.coach website), complete with 2 recorded coaching sessions with actual clients and payment of the application fee to: programs@accomplishmentcoaching.com. (Note: For graduates, the application fee is \$300 for affiliates, and \$375 for non-affiliates.)
- 5) Achieve a minimum rating of 5 on both oral exams in the exam module of their program and an average rating of 7 on at least one of the oral exams in the exam module of their program, as evaluated by a PCC or MCC evaluator using the ICF Core Competencies Rating Form.
- 6) Agree to adhere to the ethical standards established by Accomplishment Coaching and the International Coach Federation in all aspects of their coaching business.

Individuals who complete either process above are given the designation: “**Accomplishment Coaching Certified Coach**” (ACCC) and the title “Certified Professional Coach”.

**A “PCC/MCC Observed Session” is defined as: Any recorded or live coaching session that is 20min or longer that is listened to and evaluated using the ICF Core Competencies Rating Sheet by a PCC or MCC credentialed coach who is also a graduate of Accomplishment Coaching. Sessions could be with a client, Demonstration “Guest” client or co-participant. Note that these may also include any of the four required recorded calls submitted during the Coaches Training Program IF they are listened to and evaluated by a PCC/MCC credentialed coach. Recorded sessions that are listened to and evaluated by a non-PCC/MCC coach MAY also qualify as an Observed Session if a PCC or MCC credentialed coach “reviews” the session by listening to a minimum of 20min of the session and signing off that they are in agreement with the evaluation.