



GRADUATION AND CERTIFICATION REQUIREMENTS

GRADUATION

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

- 1) Attend 12 two-day, in-person coach training sessions for a total of 168 hours of in-person training. If a participant misses a training session (up to a maximum of 2 sessions or 4 days total is permitted), they must watch DVD's of the weekend 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 throughout the program.
- 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 CONCURRENT WITH GRADUATION

Certification from Accomplishment Coaching concurrent with graduation from the program requires that the participant meet criteria 1) to 6) for Graduation listed above, and also:



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- 1) Obtain a total of 6 PCC/MCC Observed Sessions** prior to Weekend 10 of their program. ** (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 prior to Weekend 12) 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 AC Affiliate Site), prior to Weekend 10 of their program, 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 and an average rating of 7 on at least one of the final oral exams, 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 AC Resources Site), 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 average rating of 7 on one of the submitted recorded coaching sessions, as evaluated by a PCC or MCC evaluator on the Certification Review committee using the ICF Core Competencies Rating Sheet.
- 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.