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REQUIREMENTS FOR CERTIFICATION

INSTITUTE FOR
COACHING MASTERY

Requirements for Certification

As a participant in this program, you have two options.

Option one is that you take this program solely for your own development. If you choose this option and go through the program, you can say you have been trained in the Mastery Method, but you cannot say that you are a certified Mastery Method Coach.

If you choose this option, you can decide how fully you participate in the program. Obviously, the more you put in, the more you will get out of this experience, but there are no requirements around participation for people who choose this route. This is a good option for those who might already be a certified coach and are just looking to uplevel your skills or know you don't want to be a coach.

Option two is the certification route. This route is designed for those of you that would like to pursue becoming a certified Mastery Method Coach. If you choose this option and do the requirements to get certified, you can call yourself a certified Mastery Method Coach.

You do not need to pay more to get certified through the Institute of Coaching Mastery, but you do need to inform the team whether you are going for certification or not within the first two weeks of the program so we can hold you at the level you desire.

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If you don't know yet, you can just assume you are and change your mind later in the program.

The purpose of this audio guide and the accompanying PDF is to make sure you have all of the information you need to successfully apply for certification.

There are a variety of components that you need to complete throughout the program in order to apply for certification; I'm going to break them down for you here:

1. Program Participation:

You must actively participate in at least 85% of each part of the Program while you are active in the program from Jan-Dec. This includes video training, weekly practice sessions, and weekly live calls with Alyssa. The Wisdom Circles are optional for everyone who wants more held support.

2. "Teach Back" Weekly Questions:

You'll be responsible for completing weekly "Teach Back" questions assigned in each module of the first half, the facilitation mastery portion of the program. These teach-back questions will be submitted for review via an online form upon application for certification.

- We recommend doing these teach backs soon after completing each training module so that the content is fresh for you to anchor right after.
- Also, keep these Teach-Back PDFs well organized and labeled in a Google Drive Folder, so when it is time to submit, they are easy to access.

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3. Facilitation Video Sessions:

- You'll be required to facilitate and submit ten 60-minute "Facilitation Sessions" (paid or unpaid, with individuals who are not students of the Program) to demonstrate mastery and understanding of the tools and techniques taught inside the Program.
- You'll need to use no less than four different tools throughout all Facilitation Sessions to demonstrate the ability to use different methods and demonstrate mastery of the material.
- To clarify, you will not need to use 4 tools per session, just a minimum of 4 tools across all 10 Facilitation Sessions.
- The unedited Facilitation Sessions will be submitted together, using a "Facilitation Form" that will be provided to you.
- Each form requires the date of each Facilitation Session, tools used, session reflection, and a link to the unedited video recording.
- Each Facilitation Session recording will be evaluated for Facilitation Skills and Competencies using the Program coaching criteria and Coaching Mastery Method.
- You can find the criteria you will be evaluated on in the related PDF called "Video Submission Criteria."
- You need to demonstrate 90% of the competencies outlined in the Video Submission criteria in order to pass this certification requirement.

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4. Written Examination:

You'll also need to pass a written examination to be considered for certification.

- This examination will consist of case studies to assess your ability to use Program material and the Coaching Mastery Method to hold presence and safety in challenging situations.
- You'll complete this examination on your own time and then submit it upon application for certification.

5. Coaching Experience:

This is such an essential part of the certification process. This will allow you to feel confident in your skills.

- You need to complete a minimum of sixty hours of coaching across a minimum of four different clients.
- 35 of the 60 hours must be completed with at least 3 paying clients
- And, up to 15 of these paid hours can be logged through coaching groups and/or workshops.
- Payment refers to any amount of monetary compensation for your coaching services.
- Lengthy complimentary sessions may also count towards your hours, but they are considered part of the unpaid hours.

- So you can get a plan in place to acquire your paid coaching experience, the 35 hours of paid coaching breaks down to approximately 6 hours per month over 6-months.

6. Peer to Peer coaching:

You'll have the ability to complete 25 hours of unpaid coaching practice through the partner practice calls in the program if you take part in all peer to peer coaching opportunities.

- If you wish to use these sessions as part of your 60 hours of coaching experience, you need to track and document all peer to peer coaching sessions.
 - These hours are considered non-paid hours.
 - It's important to note that you can engage in unpaid peer to peer coaching with other students of the Program, but you may not start a new paid professional relationship with another student while the program is running.
- **In order to count your hours paid or unpaid, you MUST be using and applying tools and techniques you have learned in the Program.**

7. Extension Applications:

This program has been designed for you to complete and graduate at the end of the Program; however, we understand that you may encounter unexpected life circumstances, changes, or obstacles throughout the year that may prevent you from completing all certifications within the one (1) year deadline.

- Should you become unable to complete all certifications within the year, you may submit a written request for an extension of time by submitting your request to the Program Director via email at pd@alyssanobriga.com by no later than the deadline outlined in your contract.
- While all applications will be reviewed and considered on a case by case basis, there is no guarantee any requests for extensions will be accepted, nor are we required to accept extensions or grant any additional privileges or time to complete completion requirements.
- If your time extension is accepted, you will have up to one year from the extension approval date to complete the requirements and apply for graduation.

8. Once you have completed all of your certification requirements, they will be submitted via email to the Program Director at pd@alyssanobriga.com.

- If you would like to get certified quickly, you'll need to do your part by organizing and submitting your documents on time, and we will prioritize your application.

9. Certification Maintenance:

If you do successfully graduate the Program + become Certified through the ICM, you'll maintain your Certification title forever, through this Institute. You don't need to do continuing hours to do so.

- The Institute for Coaching Mastery is an accredited school through the Association for Coaching, all certified coaches may apply to become accredited coaches through the Association for Coaching directly. You do not automatically get certified through the Association of Coaching after getting certified through the Institute for Coaching.
- You will still need to go through the Association of Coaching if you would like to apply for a credential through that organization.
- All of the work you have done in this program will set up up to do that.