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

If you are going 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 Trainings:
 - You need to watch 85% of the video trainings in the 1st half of the program (Facilitation Mastery), not including bonuses.
 - The video trainings in the 2nd half of the program (Business Mastery) are optional and offered as extra support.
- 85% Tuesday Call Participation:
 - These coaching calls with Alyssa are 90 minutes and you need to attend the entire call to be counted towards certification.
 - To hit 85% you can miss 5 calls.
- 85% Wednesday Partner Practice Call Participation:
 - The majority of these calls are 90 minutes, but some are up to 2 hours. You need to attend the entire call for it to be counted.
 - To hit 85% participation you can miss 5 calls.
 - You must give AND receive coaching in order for it to count. It's very important to do both because it will help you truly integrate the tools, allowing you to coach clients from an authentic place.

All other calls, including the Wisdom Circle Calls in the 1st half of the program and the Small Group Cohort Calls and Community Connection Calls in the 2nd half, and all Live Masterclasses are optional.

2. Teach Back Questions (TBQs):

You'll be responsible for completing Teach Back Questions assigned in each module of the 1st half of the program (Facilitation Mastery).

- You need to submit 100% of the TBQs and achieve an 85% level of competency. (If you don't achieve an 85% level of competency, our Team will let you know and you will have an opportunity to make revisions.)
- We recommend that you complete the TBQs soon after completing each training module so that the content is fresh for you to anchor right after and so that you stay on track and our Team can review them to make sure you are understanding the material.
- You will submit the TBQs via an online form inside each module on the membership site.

3. 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.

- The exam will be pass or no pass. (If you don't pass, you will get specific feedback around why and have an opportunity to resubmit).
- The examination will be released approx. 1 month before the 1st half of the program ends and due before the 2nd half starts.
- You will submit the exam for review via an online form inside the membership site.

4. Coaching Experience:

You need to complete a minimum of 60 hours of coaching across a minimum of 4 different clients. This is such an essential part of the certification process and will allow you to feel confident in your skills.

- 35 of the 60 hours must be completed with at least 3 paying clients.
 - Up to 15 of these paid hours can be logged through coaching groups/workshops where clients pay.
 - Payment refers to any amount of monetary compensation for your coaching services.
 - 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.
- 25 of the 60 hours can be unpaid.
 - All 25 of these unpaid hours can be completed through the Wednesday Partner Practice Sessions if you take part in all of these session opportunities or by reaching out to a student in the program and scheduling practice sessions on your own time. (Again, these hours are considered non-paid hours.)

- Lengthy complementary sessions may also count towards your unpaid hours.
- Any paid or unpaid sessions you want to apply towards your 60 hours of coaching experience need to be tracked and documented in the [Session Tracker here](#).
- You will submit your Session Tracker via an online form inside the membership site.
- **In order to count your hours paid or unpaid, you MUST be using and applying tools and techniques you have learned in the Program.**

5. Video Facilitation Sessions:

You'll be required to facilitate and submit ten 60-minute Facilitation Sessions (paid or unpaid) to demonstrate mastery and understanding of the tools and techniques taught inside the program.

- These sessions need to be with a minimum of 2-3 different individuals and 1 of those individuals can be a student in the program.
- 2 of the sessions can be group coaching. These sessions need to be 60-minutes and you need to actually coach individuals in the group, similar to the live demos Alyssa does on the Tuesday Coaching Calls. Just teaching a tool, walking the group through it, and answering questions is not sufficient; you need to make sure you are coaching and demonstrating use of the Mastery Method.
- You'll need to use no less than 4 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 the online Facilitation Form inside the membership site.
- 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 specific criteria you will be evaluated on in the [Video Submission Judging Criteria](#) document here.
- You need to demonstrate 90% of the competencies outlined in the Video Submission Judging Criteria. For this reason, we recommend doing these sessions after the July retreat since by then you'll know all of the tools and how to demonstrate them.

6. 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 the certification components within the 11 months of the Program.

- Should you become unable to complete the certification components by the required due dates, you may **submit a written request for an extension of time by submitting your request to the Program Director**

via email at support@alyssanobriga.com by no later than one week before the component is due.

- 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, additional fees may apply and you will have the option to extend to March 31st, 2023 (with no additional fee) or ten months from the date your program access ends (April 31st, 2023) (fee includes purchasing extended program access and a \$175 application fee).
- If you choose to extend ten months from the date your program access ends, certification submissions are accepted and processed quarterly, starting the quarter following your program access end-date (June 1st, September 1st, December 1st and March 1st).

9. Certification Maintenance:

If you do successfully graduate from 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 both the AC (Association for Coaching) and the ICF (International Coaching Federation). With the ICF, we are a CCE Provider, meaning we provide core competency and resource development training

hours that you can use towards maintaining or applying for your ICF credential.

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