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# REQUIREMENTS FOR CERTIFICATION

INSTITUTE FOR  
COACHING MASTERY

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# 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 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 you need to complete throughout the program to apply for certification:

### **1. Program Participation:**

While you are in the program from January - December, you must actively participate in at least 85% of the following parts of the program:

- 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.
- Tuesday Coaching Calls With Alyssa:
  - These calls are 90 minutes at 10am or 5pm Pacific. You need to attend the entire call for it to be counted towards certification.
  - There are 33 calls, so you need to attend a minimum of 28 to achieve 85% attendance. This means you can miss 5.
- Practice Sessions/Peer Coaching Calls:
  - There are 33 Practice Sessions, so you need to complete a minimum of 28 to achieve 85% participation. This means you can miss 5.
  - You can fulfill these required sessions by:
    - Attending ICM Hosted Practice Sessions on Wednesdays at 10am or 5pm Pacific. You must attend the entire 90-minute session for it to be counted towards certification.
    - You need to attend a minimum of 18 ICM Hosted Sessions.

- If you can't make a hosted session, it's your responsibility to find a student in the program to practice with + log the session in your Session Tracker as an "Unhosted Practice Session." You can do this for a maximum of 10 Practice Sessions.

All other calls including, Wisdom Circles, Biz Cohorts, Masterclasses, and Guest Expert calls 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 module so that the content is fresh for you to anchor right after and so that you stay on track.

## **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).

#### 4. Coaching Experience:

You need to complete a minimum of 60 hours of coaching with at least 4 clients. This is an essential part of certification and will allow you to feel confident in your skills.

- 35 of the 60 hours must be completed with at least 3 paying clients.
  - 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.
  - We have a program to help you connect with paying clients + support you in achieving these hours. Look for details during the 2nd Quarter of the program.
- 25 of the 60 hours *can* be unpaid.
  - All 25 of these unpaid hours can be completed by participating in ALL 33 Practice Sessions/Peer Coaching Calls.
  - Lengthy complimentary sessions / Clarity Sessions may also count toward your unpaid hours.
- **In order to count paid or unpaid hours towards your 60 hours of coaching experience, you MUST use and apply the tools and techniques you learn in the program.**

## 5. Facilitation Videos:

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

- A minimum of 7 sessions must be video recordings and no more than 3 can be audio recordings.
- Sessions need to be with at least 2 individuals and 1 of those individuals can be a student in the program. A maximum of 5 recorded sessions with student(s) will be accepted.
- You must use a minimum of 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 4 tools across all 10 Facilitation Sessions.)
- Sessions should be 60 minutes long with at least 40 minutes of facilitation.
- 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.
- In order to pass, you need to meet "observed" or "somewhat observed" for all Judging Criteria in EACH session.
- All 10 videos will be submitted via an online Video Submission Form. Each form requires the date of the session, client first name and last initial, tools + strategies used, session reflection, and a link to the recording.

## 6. Retreat:

The program includes a Virtual Retreat held on August 8th-11th, 2024.

- The retreat consists of 4 morning sessions (9:30am - 12pm PST) and 4 evening sessions (4pm - 6:30pm PST).
- You'll be required to attend 50% of the retreat (4 of the 8 sessions).

## 7. Extension:

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 Manager 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.

## 8. Certification Maintenance

If you successfully complete the program and become Certified through the ICM, you'll maintain your Certification title forever through this Institute. You do not need to complete continuing hours to maintain your certification.

## 9. Earn an ICF Credential

The Institute for Coaching Mastery is an accredited Continuing Coach Education (CCE) provider through the ICF (International Coaching Federation).

- With certification through ICM, you will receive CCE hours (130 core competency and 35 resource development training hours\*) that you can apply towards maintaining or applying for your ICF credential as part of your tuition. *\*This is subject to change based on updated ICF requirements.*
- Please note CCEs are only part of the requirement and if you would like to acquire an ACC or PCC certification from the ICF, there are additional mentoring hours, which require an additional investment. Please email [support@alyssanobriga.com](mailto:support@alyssanobriga.com) if you would like to learn more.
- The ICF is a separate certification process. If you would like to get a coaching credential through this organization, the ICF is the only one that can grant you their certification; no outside school or institute can, but you can apply the training hours and coaching practice from this certification program towards your ICF application. Any questions about applying for an ICF credential need to be asked directly to the ICF.