



## **IWCC'S Certified Professional Coach Training Program Guide**

**Duration of Course:** 8 ½ weeks (Meeting twice a week 2.5 to 3hrs)

### **COURSE OVERVIEW/ ORIENTATION**

**Meeting Time:** Tues Evenings - 7PM to 9:30PM; Thurs Evenings - 7PM to 9:30PM

**Class Length:** 3 Hours (Includes coaching training practicum, mentoring, lecture, discussion and Q&A)

**Testing:** Open book multiple choice final exam and 16 module assignments

**Training Materials:** To Be Emailed

**Payment/Payment Schedule:** Total Cost: \$1997

**Non-Refundable Deposit:** \$500.00 (Due Upon Registration)

**Payment Schedule:** \$500 due by/before the 15<sup>th</sup> of each Month unless paid in full. Last installment payment due by or before taking the Certification Exam. (Payments processed via PayPal)

### **IWCC Certified Professional Coach (CPC) Tele-class Coach Training Course**

**Program Overview** – Comprehensive 8 1/2-week tele-class coaching certification course includes:

Coach Training Methodology Learning & Application  
Coaching Training Practicum  
Business Builder & Mentoring Program  
Week by week course guide / syllabus  
Buddy Partnership & Coaching

**Coaching Certification Earned:** Certified Professional Coach (CPC)

#### **Credits Earned:**

60 Approved Coach Training Hours  
Additional Buddy Practicum: 12 Total Hours.  
Additional Core Self-Study Requirement: 48 Total Hours.  
Key Learning Areas:  
Coaching Application  
Coach Communication Skills  
Core Coaching Competencies  
Tools & Assessments Application - Business & Career Development

#### **Inclusions:**



Professional Coach Models Text Book - Methodology Learning & Application  
Lecture & Discussion  
Coach Training Practicum  
IWCC Coach Tools Application - Client Forms  
Buddy Coaching Practicum  
Business Builder

**Prerequisites:**

None

***Coaching Training Practicum:***

Observe up to 25 coaching sessions, coach and be coached; receive feedback and provide feedback to others

***Buddy Coaching:***

Meet with a new classmate each week to conduct one 30-minute coaching session with one another applying the skills learned that week; make connections, develop alliances and connect with a support group and new friends.

**COURSE TOPICS:**

***Foundational Coaching Skills*** - Meeting Ethical Guidelines, Establishing the Coaching Agreement, Establishing Trust & Intimacy, Coaching Presence, Powerful Questioning, Active Listening, Empowering, Acknowledging, Direct Communication, Designing Actions, Planning and Goal-Setting, Managing Progress and Accountability, Advanced Coaching Skills, Coaching Models for Creating Awareness, Group Coaching, Transformational Coaching, Creating Seminars/Workshops, Client Tests and Assessments, The Enneagram and Myers Brigg's Type Indicators.

***Individual/Personal Foundation*** - Personal Vision, Values Based Living, Goal Setting, Law of Attraction, Mindset for Success, Managing Emotions, Transformational Coaching, Creativity, Time Management, Conflict

**INCLUDED COACH TOOLS:**

***Client Forms*** - Welcome Letter, Client Data Sheet, Client Guidelines Client Agreement, Client Testimonial Form, Client Prep Sheet - Regular Coaching with Ongoing Commitment.

***Professional Coach Tools*** – IWCC's Optimum Life Assessment, Goals Sheet, 10 Goals in 90 Days; Strengths and Weaknesses, Brainstorm Mind Map, Building Success Formulas.

**UPON SUCCESSFUL COMPLETION:** You will hold the title of Certified Professional Coach. (NOTE: Your certification standing and supporting documents may be withheld in the case of an outstanding balance.)

**CERTIFIED COACH TRAINING through IWCC:**



Some coaches decide to pursue an ICF (International Coach Federation) credential. You can choose to become an ICF Member for \$245 per year plus 60 hours of approved training (which can be 48 tele-class or in-person hours + 12 self-study hours) instead of or in combination with your ICF Credential. About 40% of the 20,000 global ICF members currently hold an ICF credential though in 2013 the ICF awarded 25% more credentials than the year prior.

#### **ICF ACSTH / APPROVED COACH TRAINING HOURS:**

**ACC - (Associate):** 60 hours coach training (only 12 can be self-study and 48 must be "live", such as a tele-class or in-person coach training hours); a majority must be on the ICF Core Competencies, 100 hours coaching others, 10 hours being coached by an ICF PCC or MCC coach

**PCC - (Professional):** 125 hours coach training (only 25 can be self-study and 100 must be "live" (tele-class or in-person) coach training hours; a majority must be on the ICF Core Competencies, 750 hours coaching others, 10 hours being coached by an ICF PCC or MCC coach

**MCC - (Master):** 200 hours coach training (only 40 can be self-study and 160 must be "live" (tele-class or in-person), coach training hours; a majority must be on the ICF Core Competencies), 2,500 hours coaching others

#### **The Process for Applying for an ICF Credential Using IWCC Coach Training Credit Hours:**

Select the credential category you are applying for above.  
Complete the requirements including Coach Training (Certificate), Client Log (provided during training) & Mentor Log (provided during training).

You will need your IWCC certificate for the application as well. This Foundational Tele-class gives you the coach training hours required for your ACC.

Get your Recorded Coaching Session(s) together to be submitted with your ICF application. If you take IWCC's Foundational Tele-class 2 recorded coaching session will be required for the ACC credential.

Complete the ACSTH Application for the ACC, PCC or MCC  
Once approved to do so by the ICF you will then proceed with Online Exam to be completed on your computer at home.

#### **Receive your ICF Credential if you have met all the requirements:**

Renew every 3 years following the requirements.  
ACC, PCC, and MCC Credentials are valid for the three-year period following the coach's initial approval or latest renewal. Credentials must be renewed by December 31 of the year the credential expires. For example, a credential awarded in 2012 must be renewed by 12-31-15. You may only submit Continuing Coach Education completed in the three years since the initial award. Submission of the renewal application with appropriate documentation. Upon purchase, a link to the credential application will be forwarded via email.



Participation in at least 40 hours of Continuing Coach Education (CCE), with at least 24 hours in Core Competencies. For ACC renewals only, an additional 10 hours of Mentor Coaching above those hours required for initial credential.

**PLEASE NOTE:** When applying for an International Coach Federation (ICF) ACC or PCC credential you need to obtain 10 hours of mentoring over three months from an ICF PCC or ICF MCC coach. 7 of these hours can be from a group setting.