



The CC[®] coach diploma

The CCA Consciousness Coaching[®] Academy offers you to acquire the ICF accredited “Diploma in Professional Consciousness Coaching[®]”

What CCA is looking for in the diploma exam is that you are competent in conducting professional coaching according to the ICF core competencies and CC[®] add-ons. Furthermore, CCA is looking for you to be accomplished in your coach-Being and competent in the CC[®] AC Awareness Creations.



To enter and participate in the exam process of acquiring your **International Diploma in Professional Consciousness Coaching[®]**, you need to register and purchase the CC[®] exam component from your CC[®] representative in your area.

The examinations are facilitated by Skype and consist of 3 parts:

- a) **written** (50 minutes)
The written exam commences with the student being on Skype at the scheduled exam time; student will receive the written exam questionnaire as a Word file via Skype file transfer and must return it after latest 50 minutes via file transfer again. Student has to answer 26 questions (some multiple-choice). The pass mark is 80%. Student will receive the written exam results within 12-72 hours via email. On successfully passing the written exam, student will be invited to enter the oral exam.
- b) **oral** (35 minutes)
The oral exam takes place via Skype conference call, attended by a student, a role-playing client from CCA and the examiner. The CCA examiner will assess your skills according to the ICF PCC core competencies levels and the CC[®] being and doing criteria.
- c) **assessment** and feedback (20 minutes)
You shall receive feedback and the total exam result either immediately after your oral exam or within 48-72 hrs after that.

Qualification & Visibility

On successfully passing the written and oral exam you will be qualified with “Diploma Professional Consciousness Coach[®]” and you will receive your diploma certificate as a high resolution PDF form via email within 7 days.

You will be added to the overall list of CC[®] Coaches on the CCA website www.consciousnesscoachingacademy.com. Personalized listing with your picture, text and contact possibility on the coach referral pages of the CCA and CC[®] websites is only possible if the student becomes an accredited Consciousness Coach[®] on one of these 3 levels:

- CCC[®]** Certified Consciousness Coach[®]
- ECC[®]** Expert Consciousness Coach[®]
- CCMC[®]** Consciousness Coaching[®] Master Coach



Application form can be ordered any time from CCA via email dtooffice@consciousnesscoachingacademy.com .



Requirements for entering the diploma exam

- given a minimum of 8 paid coaching sessions to your at least 2 different paying client(s)*
- given a minimum of 8 coaching sessions to your MIII coach peer(s)
- received a minimum of 8 coaching sessions from your MIII coach peer(s) or 6 coaching sessions from CCA coach plus 2 coaching sessions from your MIII coach peer(s).
- 10 mentor coaching session:
 - a) received 6 observed coaching sessions from the CCA OCS assessor with a minimum of 2 different paying or non-paying clients* (for recorded sessions OCS feedback should be received no later than 5 days after the session has been recorded)
 - b) followed by 3 CCA mentor coaching sessions (1h 20min each, 4 hours in total)**
- given 3 peer observed coaching sessions to at least 2 different MIII coach peers (peers coaching paying clients, not other students). For recorded sessions, the OCS feedback should be received no later than 3-4 days after the session has been recorded. You MIII peer can only receive one feedback per any given coaching session. MIII coach peers who are observed may not be CC diploma holders.

* *Clients should be non-CC[®] clients, i.e. someone who is not a MI graduate*

** See dates on CCA website

Note: according to our terms & conditions, one diploma examination is included in your CC[®] exam component. Any retake of the exam or parts of the exam will be subject of charge (written exam retake fee €50/ R500, oral exam retake fee €100/ R1000).



OCS - Observed coaching sessions (OCS) requirements

In order to fulfil the requirements of the Master III international diploma exam, you need to have received 6 observed coaching sessions (OCS) from the CCA OCS assessor.

- 1) After you have purchased the exam component from your local licensee, you have 12 months to take your 6 OCS sessions.
- 2) Technical info: if not f2f, then ideally live via Skype (audio + video) or, if bandwidth is not sufficient, then audio only. Alternatively: send the audio recorded session to the assessor. In the latter case, after each recorded session the student should get feedback from the OCS assessor no later than 4-5 days after the session date. Only after the student received OCS feedback on the recorded session, the student may record next session for OCS assessment purposes.
- 3) For your OCS you need to have the coaching protocol and a filled out Consciousness Coaching[®] logbook page available. Send the filled out logbook to your OCS assessor before the OCS session.
- 4) These sessions are going to be assessed and you will receive feedback so you have an immediate learning benefit.
- 5) Note: Once you have booked an OCS you are obliged to take it. Cancellations can only be accepted 24 hours prior to the scheduled time; after that the OCS counts as taken & paid. If you need to book OCS's beyond the 6 included sessions you can do so for extra charge.
- 6) OCS's with a paying client cannot be counted as one of the required 8 coaching sessions with a paying client at the same time.
- 7) CCA needs to see you coaching with a minimum of 2 different clients and your OCS client doesn't have to be a paying client. You may not use another CC[®] student as an OCS client.
- 8) Have at least one of your clients on a coaching cycle consisting of more than 1 session, so that the OCS assessor can observe various sessions in the cycle.
- 9) By default the OCS coaching session (CS) is set to 50 mins. You need to learn to facilitate a complete, relaxed and sufficient CC[®] CS within 50 mins. The grace period is 10 mins, so a max. of 60 mins. The assessment feedback is by default 10 mins, grace period is 5 mins, so max. 15 mins. If you have longer sessions or submit recorded CS longer than 60 mins, the OCS assessor is entitled to charge overtime.

For additional info and any questions contact your appointed CCA OCS assessor.



Documents Submission Format

The following information has to be submitted at least 5 working days before your written exam date:

1. Consciousness Coaching® logbook pages and coach protocols of 8 coaching sessions you have given to your paying client(s).
2. Consciousness Coaching® logbook pages and coach protocols of 8 coaching sessions you have given to your MIII coach peer.
3. Consciousness Coaching® client protocols of 8 coaching sessions you have received from your MIII coach peer(s) or 6 coaching sessions from CCA coach plus 2 coaching sessions from your MIII coach peer(s).
4. The 6 OCS assessment forms signed off by the CCA OCS assessor
5. The 3 peer OCS assessment forms (you assess your peer(s)) plus your peer's logbook pages.
6. Logbook table form (download on the student area of CCA website) with complete details on:
 - a) Given coaching sessions to paying client(s) and peer(s)
 - b) Received coaching sessions from peer and/or CCA 6 CS coach
 - c) 10 mentor coaching hours (6 OCS sessions + 3 CCA mentor coaching sessions)
 - d) 3 peer OCS sessions
7. Testimonial in writing (Word document or Email) from one of your student coach peers.
8. Testimonial in writing (Word document or Email) from one of your paying clients.
9. A complete outline of your personal coaching model or a statement that you choose to use the Consciousness Coaching® model (logbook, coach and client protocols, giving Awareness Creations, using tools like 3C tools, IRP, CC forgiving procedure, etc.)

Submission format

All documentation must be scanned and submitted via email latest 5 working days prior to your scheduled written exam date to Bilgehan Bulut at bilgehan@consciousnesscoachingacademy.com

Please submit all your documents IN ONE EMAIL, as one zip folder. Please label the zip folder with your full name and current year. Inside the zip folder, please label the files clearly. Avoid sending documents one by one. Combine single protocols and documents by category by scanning them into one PDF file, so that in the end you have 9 PDF files in clear order in your zip folder:

1. 8 Paid CS (given)
2. 8 Peer CS (given)
3. 8 Peer CS (received) or 6 CCA coach CS plus 2 Peer CS (received)
4. 6 CCA Assessor OCS
5. 3 Peer OCS
6. Logbook Table Form
7. Testimonial Peer
8. Testimonial Paying Client
9. Coaching model outline

Example: the '8 Peer CS (given)' PDF file must contain logbooks and protocols of the 8 coaching sessions given to your peer(s), all in sequence of calendar date and in one file.

If the archive with the documents is too heavy to be sent as an email attachment, use free online file transfer services, e.g. Dropbox or www.wetransfer.com Within 72 hours from submission date you will receive confirmation if the submitted documents are in order.

Note 1: the submitted documentation will not be returned! They will be stored safely on CCA server (as it is required by SETA and the ICF). So make sure you have your own copies of everything.

Note 2: Exams are facilitated frequently. The written exam is facilitated for several students at the same time on the day scheduled for the written exam by the CC® Academy. Students who achieve a pass in the written exam will be scheduled for the oral exam at a suitable date and time.



CCA Coaching Academy

Mentor Coaching Services

The CCA Coaching Academy offers Mentor Coaching sessions to all students of the academy. This service is for empowering you to become a better coach, helping you in difficult client scenarios and providing you with professional and experienced advice for all content and business related questions.

In order to fulfil on the exam requirement whereby students need to attend at least 4 mentor coaching hours besides 6 OCS sessions with a qualified assessor, and in order to provide continuous development for our CC® diploma holders, CCA offers two types of Mentor Coaching Sessions:

1. **CCA Group Mentor Coaching Sessions** of 1 hour 20 minutes each where students deliver and listen to a 30 min live coaching session followed by Q&A.

For CC exam students: the cost of these sessions is included in the exam component.

Existing CC diploma holders can attend free of charge.

To register, please contact Bilgehan Bulut at bilgehan@consciousnesscoachingacademy.com

Dates are available on CCA website.

2. **Mentor Coaching Sessions** with Michele Hinds of 2 hours each.

For CC exam students: the cost of these sessions is not included in the exam component.

Existing CC diploma holders can participate contributing a donation amount.

To register, please contact Michele Hinds at michele@consciousnesscoachingacademy.com

Dates are available on CCA website.

- I. A **one-to-one** Mentor Coaching Session (45-60 minutes) f2f/phone/Skype *EUR70 / R700*
- II. A monthly Mentor Coaching Package consisting of 2 MCS, 2 telephonic follow-up sessions (each capped at 15 minutes) and 2 email responses (reasonable scope)
EUR 145/ R1450
- III. **Group** Mentor Coaching Sessions are offered regularly via Skype (please see website for scheduled dates and times). This format allows up to 12 students to participate in a 2-hour event in which Mentor Coaching happens according to the participants' engagement and questions. Group Mentor Coaching Sessions are offered from time to time in your region (notification of dates and times will be sent via email)

VALUE DONATION

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Benefits you can expect from Mentor Coaching

- Get instant help with difficult client situations (before the client quits the coaching)
- Increase your coaching effectiveness (improved reputation and ability to charge higher coaching fees)
- Increase your coaching business (profit from the invaluable experience and business tips of CCA Mentor Coaches)
- Boost self-confidence and fun for yourself and your clients
- Greatly accelerate your coaching skills and competencies



CCA credentialing requirements

CCC®, ECC®, CCMC® levels of Consciousness Coaching®

This information has been designed to support you in attaining your Consciousness Coach® credential.

Purpose of the Consciousness Coaching® credentialing program

- Establish and administer minimum standards for accredited Consciousness Coaches®.
- Assure the public that participating coaches meet or exceed these minimum standards.
- Reinforce Consciousness Coaching® as a distinct and recognised global coaching method.

The CC® credentials are awarded to CC® diploma holders who validate that they meet or exceed the standards outlined in this document. To determine which CC® credential recognizes your amounts of training and experience, please consult the table below:

Credential	Requirements	
	Coach-Specific Training	Coaching Experience
Certified Consciousness Coach® (CCC®)	CCA Diploma Professional Consciousness Coaching®	n/a
Expert Consciousness Coach® (ECC®)	CCA CC® Diploma + MoS graduation	250 hours
Consciousness Coaching® Master Coach (CCMC®)	CCA CC® Diploma + MoS + MoR graduation	1250 hours

Benefits of being an *accredited* Consciousness Coach®



- you will be entitled to present and market yourself as an accredited Consciousness Coach® (e.g. Martin Sample, Consciousness Coach® CCC®)
- you will be listed on the CCA and CC® licensees websites (visitors can identify Consciousness Coaches® near their area, feel the person behind the photograph, read your resume and contact you; leads are forwarded to you within 48hrs).
- you will be considered to be included in Creative Consciousness joint ventures.
- you will be considered for coaching jobs of Creative Consciousness corporate ventures.
- you will be included in the considerations around receiving quality prospect leads seeking Consciousness Coaching® services.
- being linked to the international community of Consciousness Coaches® will give you access to like-minded people all over the world, support and friendship.

For all the details regarding application requirements, please refer to the application documents in your Mill P2 workbook, or request the info from CCA at dtooffice@consciousnesscoachingacademy.com



ICF Credential Requirements

Associate Certified Coach (ACC)

The Associate Certified Coach (ACC) Credential is for the *practiced* coach.

Application Requirements

ACC ACTP Path
Completion of an entire ICF Accredited Coach Training Program (ACTP).
Coaching log demonstrating 100 hours (75 paid) of coaching experience with at least 8 clients.
Complete the Coach Knowledge Assessment (CKA) .
ICF Members: \$100 USD Non-members: \$300 USD
Estimated Timeline for Review: 4 weeks

NOTE: Fees do not include ICF Membership.

Upcoming Changes to ACC Requirements

Beginning October 1, 2016, at 12 a.m. (New York), all ACC applicants will be required to complete 100 hours of client-coaching experience following the start of their coach-specific training. Furthermore, at least 25 of these hours must occur within the 18 months prior to submitting the application for the credential. ACC applicants will still be required to have a minimum of eight (8) clients and 75 paid client-coaching experience hours.



A World of Opportunities

ICF Membership Services and Benefits At-a-Glance

Welcome to the ICF

The International Coach Federation (ICF) is the leading global organization dedicated to advancing the coaching profession by setting high standards, providing independent certification, and building a worldwide network of credentialed coaches.

The ICF has over 15,000 members in over 90 countries. The following is an overview of the services and benefits ICF members around the world are enjoying.

Professional Recognition

The International Coach Federation's rapid expansion indicates worldwide recognition of the value of ICF Credentialed coaches. As a member, you demonstrate your commitment to the profession of coaching and standards of excellence.

Coaching Credentials

ICF is renowned for its globally recognized credentialing program, which is available to any coach who has completed the required education and coach-specific training. The ICF offers three credentials: ACC, PCC and MCC.

Coach Referral Service (CRS)

The ICF offers credentialed coaches the option of participating in the ICF online CRS program to increase their visibility for those seeking coaching services.

Regional Service Centres (RSC)

The ICF has Regional Service Centres (RSCs) in Europe and in Asia-Pacific. These centres exist to improve the level of customer service for ICF Chapters and members in the region and increase worldwide presence for the ICF.

Special Interest Groups (SIGs)

SIGs offer an additional venue for coaches in similar fields to communicate best practices and new ideas. Over 35 SIGs meet by teleconference once per month.

ICF Web site, Newsletter & Updates

All ICF members have access to "members' only" content on the ICF Web site and microsites in French, German and Spanish and receive ICF's monthly member newsletter, *Coaching World*, the ICF Annual Report, member benefits brochure and regular member update e-mails which provide information on member services and benefits and association news.

Shared Ethics & Standards

ICF coaches subscribe to an internationally recognized philosophy of coaching, including the ICF's core competencies and code of ethics, and are subject to an ethical review process, including an objective investigation, follow-up and disciplinary action, should a concern be reported.

Training Program Search Service (TPSS)

The TPSS at Coachfederation.org allows members to search for all ICF-approved ACTP, ACSTH, and CCE programs by a number of criteria.

Global Coaching Conferences

ICF Conferences offer coaches new techniques and concepts through incredible programming, the opportunity to network with other coaches and lots of fun. Each year, ICF hosts an international conference.

International Coach Federation

Headquarters

Phone: 888.423.3131 (toll-free)
+1.859.219.3580
Fax: +1.859.226.4411
Coachfederation.org

Regional Service Centres

Europe

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Phone: +32 (0)2 745 47 60
Fax: +32 (0)2 745 47 61

Asia-Pacific

ICFRSCAsiaPacific@
coachfederation.org

Within Australia

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Fax: 02 4340 2122

Outside Australia

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Fax: +61 2 4340 2122





ICF Membership Services and Benefits At-a-Glance Continued

Leadership Development

There are a number of opportunities to become actively involved in ICF activities and sharpen your leadership skill set, promote professionalism and contribute to the recognition of the coaching profession on local, national, regional and international horizons, including positions on ICF Committees, Task Forces and Chapter and Global Boards. Additionally, the ICF offers regularly scheduled webinars and in-person opportunities to assist chapter leaders in areas including member retention and acquisition, the sharing of best practices, and more.

Research on Coaching

The ICF is committed to collecting and disseminating research on coaching. ICF members have access to the ICF Research Portal and enjoy reduced pricing on coaching research commissioned by the ICF, such as the first-ever *ICF Global Coaching Study* conducted by PricewaterhouseCoopers and the soon to be completed *ICF Global Coaching Client Study*.

Library of Presentations

The ICF's library of presentations contains many items for both members and ICF Chapters, including: marketing and public relations kits, fact sheets, brochures and more. Presentations covering a number of topics, including an overview of the ICF, membership retention and credentialing, are also available.

ICF Online Community

The ICF Online Community allows ICF members to easily connect with one another through various forums, share information and ideas and download materials quickly.

Local ICF Chapters

Any ICF member can choose to participate in a local chapter. Local chapters offer coaches monthly occasions to meet fellow coaches and attend programs and educational coaching events. Over 160 ICF Chapters are currently operating in nearly 50 countries. The ICF has produced a chapter handbook to aid volunteer leaders in operating more efficiently and effectively.

Marketing and Public Relations

Every month, millions of people around the world are exposed to coaching and the ICF through the media. The ICF is increasingly more readily recognized as an important resource for the global media and strives to promote both professional coaching and ICF members around the globe through various marketing and public relations efforts.

Resource Partners

The ICF has partnered with various groups to offer a discount or special pricing on products and services to ICF members.

A Strategically Focused Organization

The ICF Board of Directors has adopted a strategic plan which charts a definitive course for the organization for the next 10 to 30 years. This "living" document enables the organization to be sharply focused, maximize utilization of available resources, provide value for all stakeholders and move distinctly forward.

For more information, please visit Coachfederation.org or e-mail icfheadquarters@coachfederation.org.

