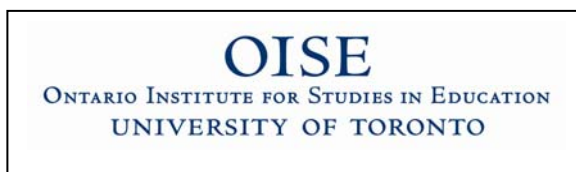




Coaching for Positive Change

Adler Coaching Certification Exam Guidelines

**A Certificate in Leadership Coaching
Co-sponsored by**



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Adler Coaching Certification Exam Guidelines

Exam Components

There are three elements to the Coaching Certification Exam:

1. The oral exam digital audio recording (part A)
2. The oral exam live coaching (part B)
3. The written exam

1. The Oral Exam – Digital audio recording, Oral part A

The oral exam process involves providing the Adler with two samples of your coaching. The first sample, or part A, includes a digital audio recording -- with typed transcription and Reflections -- of a 20 to 30-minute coaching session as follows:

- a) You will submit a digital audio recording of you coaching a current or recent client (with whom you have done at least three sessions and preferably more, and who meets the client criteria defined in Practicum). The recording must be very recent or current, and must be a complete session that does not run less than 20 or more than 30 minutes. The session must include a beginning, middle and end and cannot be an excerpt from a longer session. Intake or completion sessions do not qualify. We recommend that you post your digital file to a free Internet file transfer service such as YouSendIt at <http://www.yousendit.com> or SendThisFile at <http://www.sendthisfile.com>. Please ensure that your recording is of high audio quality so that the assessors do not experience technical challenges.
- b) With your recording, include a completed reflection sheet for your recorded coaching session and a word-for-word transcription. The reflection sheet form is provided with the exam supporting material on the Adler website. Submit the reflection sheet by email in a standard electronic format such as MS Word.
- c) You will also email an electronic file attachment of a word-for-word transcription of the complete coaching session. Label all submissions clearly with your name. Keep copies of all written materials for yourself.
- d) This recording must be submitted on time for the rest of the exam to go ahead. For the recording due date, please refer to Applying for and Scheduling the Exam, below.

2. The Oral Exam – Live coaching, Oral part B

The Oral Exam Live Coaching is a sample session where you will coach an exam assessor for 25-30 minutes on the phone with a second faculty assessor on the line. This is your second oral sample, or part B, of the oral exam process (the digital recording and transcription being the first sample). Immediately after your coaching session, you will offer your reflections to the assessors. You will not receive their feedback at this time.

3. The Written Exam

The written exam must be completed in one sitting, on site at the Adler, or at an agreed upon location with a proctor present. We suggest you plan on blocking off 4 to 6 hours to finish the exam. For students who write the exam off site, it is their responsibility to engage a proctor. See Writing in a Remote Location, below.

After Completing the Three Exam Components

If you pass all three elements of the exam, a faculty assessor will first advise you that you have successfully completed the Adler Certification Program and that you are now an Adler Certified Professional Coach (ACPC). At a separate time agreed upon with the faculty member, he/she will provide you with feedback on your three exam components.

If you are not successful, you will be notified by your faculty assessor and may pursue re-exam options. See Procedures for Re-exam, below.

Prerequisites for the Certification Exam

To apply for the Certification exam, candidates must have:

- Successfully and fully completed Practicum.
- Achieved the Adler Trained Coach (ATC) designation.
- Accumulated and documented a *minimum* of 100* coaching hours.

A coaching hour is 60 minutes spent coaching an adult (not a team) who has hired you as a coach, with whom you have a formal coaching agreement, and whom you coach rather than provide any other service such as counselling, therapy, training, managing, or consulting.

You may only count the actual time spent coaching and may not count time providing other services. Time spent coaching close friends, relatives, direct reports, trained or practicing coaches or fellow coaching students cannot be counted in this amount. You may include your hours coached during Practicum in your log. You may also include coaching hours logged prior to Practicum provided they meet the definition above.

*It is strongly recommended that ATCs accumulate 250 hours of coaching before sitting for the Adler Certification exam. Experience shows that candidates who have additional experience are most likely to successfully complete their certification exam.

Applying for and Scheduling the Exam

To apply to write the exam within the available exam windows, candidates must submit a Certification Exam Declaration form on or before the due date, stating which month they intend to take the exam, plus the deposit fee.

The Exam Declaration form is available for download at:
http://www.adlercoach.com/cert_coursesregistration.php.

Individual exams within the declared month will be scheduled by the Coaching Administrator following these guidelines:

Scheduling begins	30 days preceding exam month
Statement of Assurance submitted Recording submitted with transcription and reflection Log of coaching hours submitted Proctor Agreement submitted Balance of exam fee due	on or before first day of exam month
Written exam taken	within the first 5 working days of exam month
Live oral taken	during middle 2-3 weeks of exam month
Results and feedback received	by the end of the month, plus or minus 2 weeks
No exams in January, July, August and December	

The Coaching Administrator will provide each Candidate with information about their Oral Exam date and examiner team once scheduling has begun.

Exam Supporting Material

The Candidate must submit a 20-30 minute digital audio recording of a complete and recent session of him or herself coaching a client along with a word-for-word transcription and Reflection in electronic format.

The full set of exam supporting materials is available at:
http://www.adlercoach.com/cert_coursesregistration.php

The Exam Supporting Material includes:

- Statement of Assurance – MS Word
- Log of Coaching Hours – MS Word
- Reflection on Audio-Recorded Client Session – MS Word

and for Candidates writing the exam Remotely –

- Proctor Agreement & Guidelines

An exam may proceed as scheduled only when all of the above materials have been received by the Coaching Administrator.

Preparing for the Exam

There are numerous ways in which students and ATCs are able to support themselves and one another, and be supported through the Adler in preparation for the exam. Existing support provided by the Adler includes:

- Mentoring provided through Practicum, which continues to be available to you as you get organized for the exam
- Access beyond ATC (and beyond ACPC too) to the Adler's full telelearning program, including week-specific teleclasses as well as advanced-level Skill-based Teleclasses and Practice Coaching Teleclasses
- Recordings of some of the teleclasses that you may download and listen to from Adler's website
- A series of exam-specific teleclasses, including Embodying Your Most Resourceful Self, the Exam Process Q&A Orientation teleclass, and the Written Exam Prep teleclasses
- Your Participant Manuals from each of the three Intensive Weeks as compendiums of the important models, tools and approaches that you need to know

Ways in which you support yourselves and one another include:

- Your own study groups
- Involvement in Adler Connect
- Learning opportunities provided through GTA ICF
- Private supervision through your own supervisor/coach either individually or in small groups

Exam Fees

Exam fees can be found on Adler's website at http://www.adlercoach.com/cert_coursesfees.php

There is a fee for changing a confirmed exam date.

Non-Attendance

In cases where an exam candidate schedules their exam and then fails to attend either the Written or the Oral component, or does not submit the Oral Recording in time, the exam requirements will be deemed not to have been met. The candidate must re-apply according to the guidelines in place at the time of re-application. In such situations, the exam fee is non-refundable.

In Case of Illness or Extenuating Circumstances

If a candidate schedules an exam and cannot attend due to illness, a makeup option is available. A makeup request must be in writing and accompanied by a doctor's certificate.

In case of extenuating circumstances, please contact the Coaching Administrator.

Writing in a Remote Location

If you plan to write the exam off site from the Adler, it is your responsibility to engage a proctor. Any fee for proctoring the exam is arranged for and handled by the candidate and the proctor. This includes payment. The Proctor Agreement form and Proctor Guidelines are provided with the exam supporting material on the Adler's website.

Procedures for Re-Exam

Candidates who do not pass the Certification Exam may sit for the exam again, provided they meet the requirements that are in effect at the time they apply to sit for the Exam. If the requirements have changed, then the candidate may need to complete additional requirements prior to sitting for a second exam. Candidates must pay the exam fee in effect at the time, as well as participate in any exam procedures required at the time they are examined.

When re-exam is called for, the candidate may be asked to complete all three components of the exam process during re-exam. When all three parts are required, re-exam may be scheduled within any subsequent exam window. When you are ready please contact the Coaching Administrator.

Exam Review and/or Audit

Exam materials may be submitted to the International Coach Federation for purposes of re-accreditation and/or audit. These exam materials include the written exam, audio-recorded oral sample, audio-recording of live oral sample, transcriptions of recorded sessions, and written reflections. Students must secure their client's permission for the audio-recorded oral sample and transcription to be used for this. A Statement of Assurance form related to this is provided with the exam supporting material on the Adler website.

ATC and ACPC

You may only refer to yourself as an **Adler Certified Professional Coach (ACPC)** when you have successfully completed your certification exams and have been officially notified by an Exam Assessor.

Until then, and upon completion of Practicum, you can call yourself an **Adler Trained Coach (ATC)**. Completion of Practicum and receipt of the ATC designation occurs after your Workbook has been deemed complete and you have had your Practicum completion interview. Practicum Completion and ATC status are confirmed by letter. While the ATC designation signals you have accomplished an important part of your Coaching learning, this is not certification. Certification comes with the ACPC designation.

Applying for the ICF's ACC and PCC Designations

Because Adler is an accredited School with the International Coach Federation (ICF), a student who passes the Adler Certification Exam has also fulfilled the coach training criteria for the ICF's Associate Certified Coach (ACC), and some of the requirements for the ICF's Professional Certified Coach (PCC) designation. When applying for ACC or PCC designation, you may do so as a Certified Coach Training Program Applicant.

To learn more about the ICF's credentials for ACC, PCC and MCC, visit the International Coach Federation at <http://www.coachfederation.org>

For Assistance and Information about the Adler Certification Exam

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