

## ACTP GRADUATION REQUIREMENTS

To meet the requirement for graduation from the ILCT's Accredited Coach Training Program and apply for credentials with the International Coach Federation (ICF), 130 hours of coach training must be successfully completed. The requirements are as follows:

1. Complete all requirements for the 40-hour Foundational Course including passing the written examination at 70% or above.
2. Complete the ICF Core Competency Class (20 hours), including passing oral exam at the ACC level
3. Complete the Coaching Skills Practicum (20 hours)
4. Complete the Coaching Ethics class (8 hours)
5. Complete 28 hours of electives from our various advanced offerings
6. Advanced Topics in Coaching (14 hours) is suggested, not required. Students who choose not to take it will need to complete those 14 hours of training via electives.

Students must also successfully complete:

1. A Reflective Essay and a Longitudinal Case Study - Please see below for detailed information.
2. The Final Oral Examination - a coaching demonstration either by
  - a. submitting a MP3 recording of your coaching an actual client for 20 or more minutes, as well as a time-stamped transcript; or
  - b. participating a live demonstration with two ICF credentialed faculty, one who will be coached by you and the other will observe and rate your coaching skills.
3. You must pass at the PCC level to graduate.

There is an [administrative cost of \\$350](#) for the entire ACTP exam, to be submitted along with the 2 required essays. Students who fail to pass either portion of the exam and must redo it will face additional costs.

Once you have completed the above requirements, the educational and testing requirements of our Accredited Coach Training Program will have been met and you will be issued a Certificate of Graduation. At this point, you may apply directly to the ICF for either the ACC or the PCC credential, depending on the coaching experience hours accumulated. Please visit the [ICF web site](#) to view the application and determine what other requirements must be met.

## **ILCT GRADUATION EXERCISES**

Students who have completed the educational requirements of ILCT's ACTP Program may then proceed with the final step, the Graduation Exercises.

### **Two-Part Written Assessment**

The first step to graduate from ILCT's ACTP program will be the submission of two essays, a Reflective Essay and a Longitudinal Case Study, detailed below.

Reflective Essay (no more than 1500 words)

The Reflective Essay is an opportunity to detail the significant learning experiences throughout your coach training, and demonstrates how this learning contributed to your development as a professional coach. Please respond to the following questions:

1. What awareness have I developed about professional coaching as a result of my learning and development?
2. In your own words, what is your philosophy of coaching?
3. At this point in time, what is your understanding of human development?

### **Longitudinal Case Study (Between 2500-3500 words)**

The second section is a Longitudinal Case Study (LCS), based on coaching with an individual client over 6 -12 months or more. The essay is an opportunity for students to demonstrate their coaching skills by documenting the flow of coaching with a client. Please assign the client an "alias" or simply use initials to preserve confidentiality.

Each LCS will examine the development of the coaching alliance and relationship, the relationship of the client's goals to the learning and actions taken, and elements which were effective and successful and those which were less effective and/or unsuccessful. The LCS also includes an assessment of the student's coaching skills.

Elements to be included in the LCS:

1. Illustrate a developmental view—how the coaching and the client progressed over time, 6-12 months or longer.
2. Define the beginning situation: the client's goals, their coachability, the coaching alliance you created, your initial perspective of their strengths, skills and assets.
3. Describe how the coaching alliance was created and how it developed.

4. Explore the middle period of the coaching: What key obstacles and snags showed up over the course of the coaching? How were they addressed? Be specific and give examples to illustrate. What new or changed goals emerged?
5. What other strengths emerged over the course of the coaching? Give examples
6. How did the client's work draw on strengths? Give examples.
7. What life coaching tools and strategies did you use? Give examples. What was the impact on the client?
8. What ethical issues came up, and how were they handled? Give examples
9. If therapy-oriented issues showed up, how did you and the client handle them? Give examples.
10. What breakthroughs and/or significant progress did the client make? Give specific examples. What value did the client receive from the coaching? Give examples.
11. What shifts or transformations in attitude, skills or behaviors did the client make?
12. How did you and the client reach closure on your work together? Describe that process.
13. Coaching is inter-developmental. What did you learn through the work with this client? Identify your personal and/or professional growth. Be specific.
14. Identify the positive elements from your viewpoint as coach? What might you have done more effectively or skillfully with this client?

Once you have completed your essays, please forward them as Word documents to [ellen@lifecoachtraining.com](mailto:ellen@lifecoachtraining.com) for review by our assessors. Essays will be reviewed, and once passed, the Final Oral exam can be scheduled.