



**MentorCoach**<sup>®</sup> LLC  
Training Accomplished Professionals  
to Become Extraordinary Coaches

## **CERTIFIED MENTORCOACH<sup>®</sup> (CMC) CERTIFICATION REQUIREMENTS AND APPLICATION PROCESS**

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There are two steps to obtaining the MentorCoach CMC certification.

### **1. Submission of a CMC Interim Exam Application, which is available for:**

- Graduates of three required MentorCoach Training Program courses:
  - Foundations (25 hours – Note: 6 of the 31 hours do not count toward certification)
  - Intensive Individual Coaching Skills Master Class (24 hours)
  - Safe Passage: The New Ethics and Risk Management Master Class (10 hours)
  - **OR**
  - Ethics & Risk Management Master Class (8 hours)

Total: 59 hours (Safe Passage)

Total: 57 hours (Ethics & Risk Management)

This exam is given on a “pass only” basis in order to give students feedback on the first three courses. (Note: Those who completed Foundations courses #1 through #63 are exempt from taking the Interim Exam.)

### **2. Submission of a CMC Final Exam Application, which is available for:**

- Graduates of four MentorCoach Training Program required courses:
  - Foundations (25 hours)
  - Intensive Individual Coaching Skills Master Class (24 hours)
  - Individual Coaching Supervision Master Class (24 hours)
  - Safe Passage: The New Ethics and Risk Management Master Class (10 hours)
  - **OR**
  - Ethics & Risk Management Master Class (8 hours)

Total hours: 83 hours (Safe Passage)

Total hours: 81 hours (Ethics & Risk Management)

- Graduates of at least a total of 42 (having taken Safe Passage) or 44 (having taken Ethics & Risk Management) hours of MentorCoach training program elective courses. (See chart below).
- MentorCoach students who have received the required Mentor Coach coaching, coaching supervision, and coaching experience listed below.

**There are two application deadlines and two testing periods each calendar year.**

Applications for both the CMC Interim and Final Exam can be submitted between January 1 and March 31 or between July 1 and September 30 each year.

Applicants should review their abilities to meet the requirements detailed below to determine whether they should submit an Interim Application, submit a Final Written Exam Application, or continue working to obtain all of the required coach specific training and experience.

REQUIREMENT CATEGORIES:	CERTIFIED MENTORCOACH INTERIM EXAM REQUIREMENTS	CERTIFIED MENTORCOACH FINAL EXAM REQUIREMENTS
<p><b>Coach-Specific Training and Supervision</b></p>	<p>Successful completion (at least 80% <i>live attendance</i>) of the first three required MentorCoach courses:</p> <ol style="list-style-type: none"> <li>1. Foundations (25 hours)</li> <li>2. Safe Passage: The New Ethics and Risk Management Master Class (10 hours)</li> <li>-OR- Ethics &amp; Risk Management Master Class (8 hours)</li> <li>3. Intensive Individual Coaching Skills Master Class (24 hours)</li> </ol> <p>This is a total of 59 (with taking Safe Passage) or 57 (with taking Ethics &amp; Risk Management) student contact learning hours of coach specific training provided by MentorCoach.</p>	<p>Successful completion (at least 80% <i>live</i> attendance) of a total of 125 coach learning hours of coach specific training by the Mentor Coach Training Program:</p> <ol style="list-style-type: none"> <li>1. Eighty-three (83) hours of the following required courses: <ul style="list-style-type: none"> <li>• Foundations (25 hrs)</li> <li>• Safe Passage: The New Ethics and Risk Management Master Class (10 hrs)</li> </ul> </li> <li>-OR-</li> <li>• Ethics &amp; Risk Management Master Class (8 hrs)</li> <li>• Intensive Individual Coaching Skills Master Class (24 hrs)</li> <li>• Individual Coaching Supervision Master Class (24 hrs)</li> <li>2. Forty-four (42) or (44) hours of any of the elective Master Class courses offered by MentorCoach, including: <ul style="list-style-type: none"> <li>• Appreciative Inquiry Coaching (12 hrs)</li> <li>• Blue Sky Visioning (12 hrs)</li> <li>• Body Centered Coaching (12 hrs)</li> <li>• Career Coaching North of Neutral (12 hrs)</li> <li>• Coaching Assessments (8 hrs)</li> <li>• Coaching Leaders (8 hrs)</li> <li>• Coaching Positive Leaders (8 hrs)</li> <li>• Executive Coaching (24 hrs)</li> <li>• Intensive Individual Group Coaching (12 hrs)</li> <li>• Living &amp; Coaching the Good Life: It's All About You (12 hrs)</li> <li>• Living &amp; Coaching the Good Life: You &amp; Your Clients (12 hrs)</li> <li>• Mastering Wellness: Healthy Lifestyles (14 hrs)</li> <li>• Mastering Wellness: Interventions (14 hrs)</li> <li>• Positive Psychology and ADHD Coaching (12 hrs)</li> <li>• Positive Psychology and Advanced ADHD Coaching – Adults (13 hrs)</li> <li>• Positive Psychology and Advanced ADHD Coaching – College Students, Teens, Children &amp; Parents (13 hrs)</li> <li>• Positive Psychology Coaching (8 hrs)</li> <li>• Small Business and Entrepreneur Coaching (12 hrs)</li> </ul> </li> </ol>

REQUIREMENT CATEGORIES:	CERTIFIED MENTORCOACH INTERIM EXAM REQUIREMENTS	CERTIFIED MENTORCOACH FINAL EXAM REQUIREMENTS
		<p>Coaching supervision requirements are as follows:</p> <ol style="list-style-type: none"> <li>1. Receipt of at least six hours of supervision by a certified coach* over a minimum three month period. This requirement is met when taking the Individual Coaching Supervision course.</li> </ol>
<b>Mentor Coaching</b>	None required	<p>In addition to the 6 hours of individual supervision coaching, <b>10 hours</b> of Mentor Coaching <a href="#">using an approved MentorCoach Provider</a> is required for ICF/MentorCoach certification.</p> <p><b>Additionally, the Mentor Coaching should take place concurrently with--or after the completion of-- the Supervision Master Class.</b></p>
<b>Coaching Experience</b>	None required	<p>Client Coaching Log* Documenting:</p> <ul style="list-style-type: none"> <li>• Minimum of 100 hours</li> <li>• Minimum of 75 paid hours</li> <li>• Minimum of 8 clients</li> </ul> <p><b>**NEW** ICF CLIENT COACHING REQUIREMENTS</b></p> <p><b>Beginning October 1, 2016</b>, all CMC Final Written Exam applicants will be required to complete 100 hours of client-coaching experience <u>following the start of your training with MentorCoach</u>. At least 25 of these hours must occur within the 18 months prior to submitting your CMC Final Written Exam application.</p>
<b>Examination and Passing Grade</b>	<p>Successful completion of the MentorCoach Interim Exam – <b><u>Pass only</u></b>.</p> <p>Feedback is provided to students on their mastery of the first three required courses (see above).</p>	<p>Successful completion of the Certified MentorCoach (CMC) Final Written Exam:</p> <ol style="list-style-type: none"> <li>1. Final Written Exam includes, multiple choice sections covering the required Intensive Individual Coaching Supervision course and the individual's selected elective courses, and essay</li> <li>2. Oral exam – Live coaching exam by teleconference</li> </ol> <p>A passing grade of 70% is required to pass both the Written and Oral portions of the Final Exam. Feedback is <u>only</u> provided on the Oral exam.</p>
<b>Fees</b>	\$150 for technical review of the application and administration of the Interim Exam (multiple choice – pass only).	<p>\$575 for technical review of the application and administration of the Final Written and Oral Exams.</p> <p>\$150 Retake Exam Fees for Written or Oral Exams.</p>

\* For more information, and specific formatting and documentation requirements, please consult the exam applications, frequently asked questions (FAQ's) and other documents located in the Certification section of the public and student sections of the MentorCoach website [www.MentorCoach.com](http://www.MentorCoach.com). If you have difficulty obtaining the information you're looking for, contact Sunny Bain, [sunny@mentorcoach.com](mailto:sunny@mentorcoach.com).

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