

# Certified MentorCoach® (CMC)

## Certification Requirements and Application Process

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 don't count toward certification), Ethics and Risk Management (8 hours) and Intensive Individual Coaching Skills (24 hours). Total: 57 hours. 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 exempted from 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), Ethics and Risk Management (8 hours), Intensive Individual Coaching Skills (24 hours) and Individual Coaching Skills Supervision (24 hours). Total hours: 81 hours
- Graduates of at least a total of 44 hours of MentorCoach Training Program elective courses. (See chart below)
- MentorCoach students who have received the required 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 Jan 1 and March 31 or between July 1 and September 30 each year. **Therefore, the application deadlines each year are on March 31 and September 30.** The application review and testing period is between April 1 and June 30 and between, October 1 and December 30 each year. **Generally the exams are given in early May and early November, and test results are sent by the end of June or December.**

Applicants should review their abilities to meet the requirements detailed below to determine whether they should submit an Interim Application, submit a Final 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
<b>Coach-Specific Training and Supervision</b>	<p>Successful completion (at least 80% attendance) of the first three required MentorCoach courses:</p> <p>1) Foundations (25 hours), 2) Ethics and Risk Management (8 hours), and 3) Individual Coaching Skills (24 hours).</p> <p>This is a total of 57 hours of coach specific training provided by the Mentor Coach.</p>	<p>Successful completion (at least 80% attendance) of a total of 125 hours of coach specific training by the Mentor Coach Training Program:</p> <p>1) Eighty-one (81) hours of the following required courses: Foundations (25 hours), Ethics and Risk Management (8 hours), Individual Coaching Skills (24 hours); Individual Coaching Skills Supervision (24 hours). 2) Forty-four (44) hours of any of the following elective courses provided by the Mentor Coach Training Program: Executive Coaching (24 hours), Small Business Coaching (12 hours)</p>

		<p>Strategic Career Design (24 hours)  Intensive Group Coaching (12 hours), ADHD Coaching (12 hours), Positive Psychology Coaching (8 hours), Positive Psychology Applications (8 hours), North of Neutral (8 hours), Gratitude Immersion (6 hours), Blue Sky Visioning (12 hours) and Appreciative Inquiry Coaching (12 hours).</p> <p>Coaching supervision requirements as follows:  1) Receipt of at least ten hours of coaching by a certified coach* over a minimum three month period  2) 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 Skills Supervision course.</p>
<b>Coaching Experience</b>	None required	Client Coaching Log* Documenting: --Minimum of 100 hours --Minimum of 75 paid hours --Minimum of 8 clients
<b>Coach and Client References</b>	None required	Two (2) reference letters from qualified coaches (who have a CMC, PCC or MCC)* Five (5) reference letters from coaching clients*
<b>Examination and Passing Grade</b>	Successful completion of the MentorCoach Certification Interim Exam – Pass only.  Feedback is provided to students on their mastery of the first three required courses (see above).	Successful completion of the MentorCoach Certification Final (CMC) Exam:  1) Written exam, includes multiple choice and essay sections covering the required Individual Coaching Skills Supervision course and the individual's selected elective courses 2) Oral exam – Live coaching exam by teleconference  A passing grade of 70% required to pass both the Written and Oral parts of the Final Exam. Feedback given on Oral exam only.
<b>Fees</b>	\$150 for technical review of the application and administration of the Interim Exam (multiple choice – pass only)	\$425 for technical review of the application and administration of the Final Written and Oral Exams. Retake Exam Fees: \$150 for Written or Oral Exams

\*For more information, and specific formatting and documentation requirements, please consult the exam applications, frequently asked questions (FAQ's) and other documents located in Certification section of the public and student sections of the MentorCoach website [www.MentorCoach.com](http://www.MentorCoach.com) or email [info@mentorcoach.com](mailto:info@mentorcoach.com) .

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