



Coaching Academy

Course and Module Descriptions

Course 4.2: Certification Readiness and Demonstration

Course 4.2 is designed for participants who have decided to pursue professional coaching certification. This stage focuses on deepening ethical application, strengthening professional practice, and demonstrating coaching competence at the Associate Certified Coach (ACC) level.

This course includes three components:

1. A two-day *Advanced Ethical Practice and Coaching Management* training
2. Mentor Coaching
3. A Performance Evaluation.

Together, these components support participants in refining their coaching practice and demonstrating readiness for credentialing.

1) Advanced Ethical Practice and Coaching Management

This two-day, in-person course deepens participants' ability to apply ethical standards and professional practices in real-world coaching contexts. Participants explore complex ethical scenarios, inclusive coaching practices, and the systems required to manage coaching engagements responsibly and effectively.

Modules include:

Ethical Coaching in Practice

This module deepens participants' understanding of ethical coaching through case studies, scenarios, and facilitated discussion. Participants will examine ethical dilemmas, explore gray areas in practice, and strengthen their ability to apply the ICF Code of Ethics in real-world coaching situations.

Diversity, Equity, Inclusion, and Belonging in Coaching

This session expands participants' exploration of DEIB within a coaching context. Through reflection and dialogue, participants will examine the importance of DEIB in coaching, their personal relationship to these topics, and the coach's responsibility in creating inclusive, equitable coaching environments.

Essential Practices for Effectively Managing Coaching

This module focuses on the practical responsibilities involved in managing coaching engagements. Participants will collaboratively identify key elements of effective client



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intake, communication, preparation, documentation, and accountability, and explore ethical record-keeping and relationship management practices.

Making a Referral

This session addresses the ethical responsibility of referral within coaching practice. Participants will learn how to recognize indicators that referral is appropriate, understand the boundaries of the coaching role, and practice making effective and professional referrals to other qualified professionals.

The Business of Coaching

Through a panel discussion and facilitated Q&A, participants will gain insight into a variety of coaching practice models. This session explores factors that influence a sustainable coaching practice and provides real-world perspectives from practicing certified coaches.

Personal Development and Your Next Steps

This closing module emphasizes the importance of ongoing professional development. Participants will identify resources, tools, and practices to support continued growth and create a personalized plan for their next stage of coach development.

2) Mentor Coaching

Mentor Coaching supports participants in achieving and demonstrating coaching competency at the Associate Certified Coach (ACC) level. Through a collaborative and reflective process based on recorded coaching sessions, participants receive feedback aligned with the ICF Core Competencies to support skill integration and confidence.

Ten hours of Mentor Coaching are included in the Coaching Academy and typically begin prior to the *Advanced Ethical Practice and Coaching Management* training portion of Course 4.2. Sessions take place over approximately three months and include seven hours of small-group mentor coaching and three hours of one-on-one mentor coaching. Guidelines and expectations are provided upon registration into Course 4.2.

3) Performance Evaluation

The Performance Evaluation ensures that participants demonstrate coaching competence aligned with the ICF Core Competencies at the ACC credential level. Within three months of completing both the *Advanced Ethical Practice and Coaching Management* training and Mentor Coaching, participants submit a recorded coaching session and transcript for assessment by a Coaching Academy assessor. Detailed guidance and expectations for submission are provided during the *Advanced Ethical Practice and Coaching Management* training.