



COACH CERTIFICATION PROGRAM

Practicum FAQs

2010 Practicum Schedule

Winter 2010 Virtual	Day	Date	Time
Official Start Date	Monday	Feb. 1, 2010	
Binder Completion (End of Practicum)	Thursday	Sep. 30, 2010	
Practicum Orientation Call	Thursday	Feb. 4, 2010	7-8 pm
Practicum Lab #1	Wednesday	March 3, 2010	7-8 pm EST

Summer 2010 Virtual	Day	Date	Time
Official Start Date	Monday	Jul. 5, 2010	
Binder Completion (End of Practicum)	Monday	January 21, 2011	
Practicum Orientation Call	Thursday	Jul.8, 2010	7-8 pm
Practicum Lab #1	Wednesday	July 28, 2010	12-1 pm EDT

Fall 2010 Virtual	Day	Date	Time
Official Start Date	Monday	Oct. 4, 2010	
Binder Completion (End of Practicum)		May. 5, 2011	
Practicum Orientation Call	Monday	Oct. 4, 2010	7-8 pm
Practicum Lab #1	Tuesday	November 9, 2010	7-8 pm EST

Adler Practicum - FAQs

What is Practicum?

Practicum is designed to be an enriching and stimulating learning experience that supports the in-depth discovery and growth that shapes a coach toward mastery of recognized coaching competencies. It is a rigorous course of study – lasting about 7 months – in which you coach your own clients, as well as receive mentoring and feedback on your coaching from experienced mentor coaches. Besides coaching, you are required to complete various learning activities. These include written reflections; case studies; Practicum labs; being coached yourself; supplementary teleclasses; and a Workbook of learning materials to be completed and handed in for review.

To be eligible for Practicum, you must have successfully completed all classwork and assignments for Weeks 1, 2 and 3 of the Adler Coaching Certificate program.

What is the Virtual Practicum?

The Virtual Practicum provides twenty-two 1-hour teleconference Practicum labs (this is a change from the previous format of 11 2-hour bi-weekly labs). This allows students to complete their Practicum requirements from any location. In a recent Virtual Practicum, students came together via teleconference from Hawaii, Los Angeles, Phoenix, Halifax and points in between to share their learning experiences.

Besides course fees, what other expenses are associated with Practicum?

Tuition is \$3,800 USD. You can expect additional costs for:

- *Mentor Coaching*
You will need to engage the services of a professional coach for at least 10 hours throughout Practicum.
Approximate Costs: \$1,300 - \$2,000 depending on the fees of the individual coach.
- *Digital Recording Equipment*
You must digitally record client sessions (with the permission of the client) and you may need to purchase equipment such as a microphone, a digital recorder, or other items.
Approximate Costs: \$50 - \$200.
- *Headset*
Depending on whether you will work remotely with your clients or not, you may choose to purchase a telephone headset. Some students also purchase a headset for making Skype calls.
Approximate Costs: \$35 - \$200.
- *Printing and Mailing*
Your learning materials are provided as electronic files for you to print and customize. Depending on how you choose to print them, there may be associated costs. You will also incur expenses to mail or courier your coursework as required.
Approximate Costs: \$10 - \$200.
- *Long-distance Charges*
Plan for long-distance costs to dial into the school's bridge line every second week, for telephone consultations and conversations with faculty and peers at a distance, and for supplementary teleclasses. Accordingly, you may want to adjust your long-distance plan, or purchase calling cards. Virtual Practicums will also use Skype, a free voice-over-Internet service, for some faculty and peer conversations. Using internet telecommunications or cell phones are not permitted for supplementary teleclasses or labs since they degrade the quality of the bridge line.
Approximate Costs: \$100 - \$400.

How much time on a weekly or monthly basis will I need to devote to Practicum activities?

This depends partially on how many clients you choose to coach during Practicum. You must coach at least four clients and complete a minimum of 40 hours of coaching by the Official Completion Date of Practicum. A general guideline is to allot an aggregate of approximately 1–1.5 days per week. This would include time spent coaching, writing reflections, attending teleclasses, working on assignments, getting new clients and setting up your coaching practice.

Where do I get clients?

Students acquire their clients in a wide variety of ways and locations including:

- Current and/or former workplaces.
- Referrals from friends, family, colleagues, and practicum peers.
- Not-for-profit agencies.
- Advertising through professional and social groups.
- Showing up as a coach and sharing what you do wherever you go.

There are ethical and practical restrictions around who can be considered a client. For Practicum, clients may *not* be other coaching students, trained or practicing coaches, close friends, direct reports, immediate family members, or teams. Clients *must be* adults. Additionally, you must have a formal coaching agreement with your client, and provide *only* coaching as opposed to counseling, therapy, training, managing or consulting.

Can I charge my clients when I'm in the Practicum?

There is no requirement that clients pay. However, since payment creates commitment, we highly recommend that you negotiate some form of payment with your clients, such as barter or in-kind contributions. The International Coach Federation (ICF) has requirements for the number of unpaid coaching hours that may count towards certification. To learn more, visit the International Coach Federation website at www.coachfederation.org.

Can I count coaching that I do at work towards the Practicum requirement?

Yes, you may count coaching provided at work if you have an explicit coaching agreement, your time is spent exclusively coaching (versus training or consulting), and your client does not report to you. As with all clients, it's important to maintain confidentiality with workplace clients. The Practicum Handbook outlines information about preserving client privacy.

What is a Practicum lab?

The Practicum lab is an opportunity to explore in some depth, as a group, the learning available in participants' own coaching work. During labs, students present their case studies, engage in topical discussions, do some practice coaching, discuss issues that arise from the case study presentations and their coaching experiences, and bring forward other questions arising from their coaching work. Each coaching lab is led by an experienced faculty member who will be able to provide a perspective on the issues raised both from their own experience and theory. While attendance is mandatory for at least 18 out of the 22 labs, students are not to book out of the labs electively. Absence should be for a compelling reason and must be approved in advance with the lab facilitator.

What is a case study?

A case study is a description of a specific, ongoing coaching relationship in which the coach is curious about how to maximize the impact of their coaching and deal with specific challenges. Case presentations have two major aims: To deepen the general

understanding of coaching; and to enrich the skills and practice of the presenting coach.

The case study is a coaching-of-the-coach opportunity. It reflects the philosophy of Practicum, and the labs, in that everyone gains when you participate wholeheartedly and cooperate with the other participants in making your contributions.

Why is the Official Start Date of Practicum 4 weeks before the first lab?

There is about a month in between these two dates to provide you ramp-up time. The intent is to use this period to print and customize your Workbook learning materials; contract with at least 2 Practicum clients and conduct intake sessions; purchase, set up and test your digital recording equipment; and engage a coach who will coach you. Shortly after the Official Start Date, you will attend 2 key Practicum telecalls on the long-distance bridge line: The Orientation Telecall and the Scheduling Telecall. Both of these calls, facilitated by a Faculty member, provide you and your Practicum colleagues with a chance to share questions and answers about the protocols and forms, course requirements, and so on. It will also permit you to collectively schedule your dates and times for case presentations and peer-to-peer coaching supervisions over the coming months.

What are the requirements for attending the Supplementary Teleclasses and how is attendance recorded?

Full details on attending Supplementary Teleclasses can be found in the Telelearning Guide at www.adlerlearning.com.

What designation do I receive once I complete the Practicum?

After your Workbook has been reviewed as complete and you have had your completion interview, you will be sent a letter acknowledging your training and granting permission to use the designation, Adler Trained Coach (ATC). This is *not* certification. You become an Adler Certified Professional Coach (ACPC) when you have successfully completed your certification exams. This ATC designation recognizes that you have reached a milestone in your coach training.

How do I sign up for Practicum?

Practicum spaces are limited and there is usually a high demand. You can secure your place in a particular Practicum Group by providing a \$100 non-refundable and non-transferable deposit. This amount is deducted from your total tuition. The balance is due 30 days prior to the Official Start Date. In the event that the Practicum Group is full, you can be put on a waiting list and you will be required to pay the deposit should a seat open up. Please contact Adler USA at 602-493-1886 or contact@adlerlearningusa.com to register for your preferred Practicum Group.

I have more questions. Who can I speak to?

Contact the Practicum Manager, Crystal Campbell, with any additional questions. Phone 905.509.6026 or email her at crystal@c2coaching.ca. You can also find information on fees and schedules at www.adlerlearningusa.com.

How can I prepare for Practicum?

There are four key steps you can take to ready yourself for Practicum:

1. Review your **assignments** from the three courses and ensure that you have completed all of them except for assignment #3. My Vision for Myself as a Coach (assignment #3) is due with your other Practicum learning materials at Practicum completion.
2. Visit the student resource page at www.adlerlearningusa.com to access the teleclass schedule and prepare a plan to attend as many **supplementary teleclasses** as will meet your personal learning goals. You must attend a minimum of 5 teleclasses by the end of Practicum. Full requirement details can be found in the Telelearning Guide document.
3. Begin the process of finding a **mentor coach**. We encourage you to be coached often throughout your learning and practice as a coach. As part of Practicum, you need to be coached for a minimum of 10 hours total over a minimum three-month period between the official Practicum Start Date and Completion Date. Coaching sessions before the official Practicum Start Date cannot be counted toward the Practicum requirement.

The agenda for the coaching engagement will vary from student to student depending on your credentialing goals and professional objectives.

- If you intend to apply for the ICF's ACC (Associate Certified Coach) designation after receiving your ACPC (Adler Certified Professional Coach) designation, you may focus on any issue during your 10 hours of coaching. For instance, you may choose to be coached on personal growth and development (such as life balance), or business or career development (such as practice building).
- If you plan to apply for the ACC designation by submitting a portfolio (rather than taking the Adler International Learning exam and acquiring the ACPC designation), the primary focus of your 10 hours of mentor coaching needs to center on the development of your coaching skills. Please see the ICF website for details. Given this requirement, we understand that you bring your whole life to coaching (as do your clients). Learning to self-manage issues in your own life will better allow you to deal with issues that occur for your clients.

For the Adler Practicum Program, your mentor coach may be an ACPC, or an ICF credentialed coach at the PCC, or MCC level. Alternatively, your coach may be someone who does not fit the above criteria but who can provide:

- signed documentation substantiating their commitment to the ICF coaching definition, philosophy, approach and ethical guidelines, and that they have completed 125 hours of coach-specific training; and
- the names of the coach training Schools they attended.

4. Start building your **Practicum clientele**. We naturally encourage you to coach before entering Practicum. However, you will need to log 40 coaching hours between the Official Start Date and Official End Date of Practicum.

Practice coaching must involve at least four clients, but it could be more. (Please note that ICF requires that you work with a minimum of eight clients to qualify for the Associate Certified Coach (ACC) credential.)

- For at least four of your Practicum clients, the tracked time must be a minimum of 5 hours per client.
- It is important that the hours tracked for coaching practice be bona fide coaching hours with individual clients (not teams), logged within the context of a designed coaching relationship. Hours spent providing counseling, therapy, training, managing or consulting cannot be tracked for the purpose of fulfilling this requirement. If you are unsure whether a particular relationship can count towards your Practicum, please contact Crystal Campbell.
- Keep a log for each client for whom you are tracking hours. You will receive a sample log form at the start of Practicum.

You will digitally record some of your client sessions and receive feedback from your Practicum supervisors. You must receive client permission to record sessions. Accordingly, you may want to consider incorporating this permission into your client contract.