
REQUIREMENTS FOR CERTIFICATION

INSTITUTE FOR
COACHING MASTERY

Requirements for Certification

As a participant in this program, you have two options.

Option one is that you take this program solely for your own personal development. If you choose this option and go through the program, you can say you have been trained in the Mastery Method, but you cannot say that you are a certified Mastery Method Coach.

With this option, you can decide how fully you participate in the program. Obviously, the more you put in, the more you will get out of this experience, but there are no participation requirements if you choose this route. This is a good option if you are already a certified coach and are just looking to uplevel your skills or know you don't want to be a coach.

Option two is the certification route. This route is designed for those of you who would like to pursue becoming a certified Mastery Method Coach. If you choose this option and complete the requirements to get certified, you can call yourself a certified Mastery Method Coach.

You do not need to pay more to get certified through the Institute for Coaching Mastery, but you do need to inform the team whether you are going for certification or not so we can hold you at the level you desire. If you don't know yet, you can just assume you are and change your mind later in the program.

If you are going for certification, there are a variety of components you need to complete throughout the program to apply for certification:

1. Program Participation:

While you are in the program from February - December, you must actively participate in at least 85% of the following parts of the program:

- Video Trainings:
 - You need to watch 85% of the video trainings in the 1st half of the program (Facilitation Mastery), not including bonuses.
 - The video trainings in the 2nd half of the program (Business Mastery) are optional and offered as extra support.
- Coaching Calls With Alyssa:
 - These weekly Tuesday calls are 90 minutes at 10am or 5pm PT. The entire call must be attended for it to count toward certification.
 - There are 33 calls, so you need to complete a minimum of 28 to achieve 85% participation.
 - If you cannot attend a call live, you can make it up by watching the replay + submitting a 1-page summary. **See “Applying for an ICF Credential” below if you plan to use your ICM certification to apply for an ICF credential.*
- Practice Sessions/Peer Coaching Calls:
 - These weekly Wednesday calls are 90 minutes at 10am + 5pm PT. The entire call must be attended for it to count toward certification.
 - There are 33 Practice Sessions, so you need to complete a minimum of 28 to achieve 85% participation.
 - If you cannot attend a call live, you can make it up on your own time with a student in the program + submit a recording of the session.

- **Retreat:**

- The program includes a Virtual Retreat held on August 6th-9th, 2026.
- The retreat consists of 4 morning sessions (9:30am - 12pm PST) and 4 evening sessions (4pm - 6:30pm PST).
- You'll be required to attend 50% of the retreat (4 of the 8 sessions). If you cannot attend one of the sessions live, you can make it up on your own time.

2. Teach Back Questions (TBQs):

You'll be responsible for completing the Teach Back Questions assigned in each Module of the 1st half of the program (Facilitation Mastery).

- You need to submit 100% of the TBQs and achieve an 85% level of competency. (If you don't achieve an 85% level of competency, our Team will let you know and you will have an opportunity to make revisions.)
- We recommend that you complete the TBQs soon after completing each module so that the content is fresh for you to anchor right after and so that you stay on track.

3. Examination:

You'll also need to pass an examination to be considered for certification.

- The examination will consist of case studies to assess your ability to use program material and the Mastery Method to hold presence and safety in challenging situations.
- The exam will be pass or no pass. (If you don't pass you'll have an opportunity to resubmit.)

4. Coaching Experience:

You need to complete + log a minimum of 45 hours of coaching with at least 4 clients. This is an essential part of certification and will allow you to feel confident in your skills.

- 20 of the 45 hours must be completed with at least 2 paying clients.
 - Payment refers to any amount of monetary compensation for your coaching services.
 - So you can get a plan in place to acquire your paid coaching experience, 20 hours of paid coaching breaks down to approximately 4 hours per month over 5 months.
 - We have a program to help you connect with paying clients + support you in achieving these hours.
- 25 of the 45 hours *can* be unpaid.
 - All 25 of these unpaid hours can be achieved by completing all 33 Practice Sessions/Peer Coaching Calls.
- You **MUST** use and apply tools and techniques learned in ICM for any paid or unpaid hours to count toward certification.

5. Facilitation Videos:

You'll be required to facilitate and submit four 60-minute Video Facilitation Sessions (paid or unpaid) to demonstrate mastery and understanding of the tools and techniques taught inside the program.

- Sessions must be with at least 2 individuals. 1 of those individuals can be a student in the program for a maximum of 2 videos.

- You must use a minimum of 3 different tools throughout all 4 sessions to demonstrate the ability to use different methods and demonstrate mastery of the material.
- Each Facilitation Session recording will be evaluated for Facilitation Skills and Competencies using the program coaching criteria and Mastery Method. You can find the specific criteria you will be evaluated on in the [Video Submission Judging Criteria document here](#).
- In order to pass, you need to meet "observed" or "somewhat observed" for all Judging Criteria in EACH session.

Extension:

This program has been designed for you to complete and graduate at the end of the program; however, should you become unable to complete the certification components by the required due dates:

- You can submit on any of the complimentary extension due dates specified in the Certification Deadlines + Extensions document you'll receive when you're onboarded in January 2026. There is no fee to submit by these due dates, and you'll remain eligible for certification when you graduate in December.
- If you're unable to submit any or all of the certification requirements by the complimentary extension due dates listed in the Certification Deadlines + Extensions document you'll receive in January 2026, you'll have the option to purchase an extension and submit any outstanding requirements on June 1st, September 1st, December 1st, 2027 and/or March 1st, 2028.

Certification Maintenance

If you successfully complete the program and become Certified through the ICM, you'll maintain your Certification title forever through this Institute. You do not need to complete continuing hours to maintain your certification.

Applying for an ICF Credential

The Institute for Coaching Mastery is an accredited Continuing Coach Education (CCE) provider through the ICF (International Coaching Federation). Here's [how to find us on ICF's website](#).

- After achieving certification through ICM, you'll be able to apply your ICF-accredited CCE units earned during the ICM program toward an ICF credential through the Portfolio Path. Your CCEs can also be applied toward up-leveling your existing ICF credential or used as part of your credential renewal. **ICF terms and conditions apply. See below for a full list of ICF credentialing requirements.*
- The ICF offers three credentials: Associate Certified Coach (ACC), Professional Certified Coach (PCC), and Master Certified Coach (MCC). For details on how to earn an ACC, PCC or MCC credential via the Portfolio Path, please visit [ICF's website here](#).
- Each credential requires that you fulfill the ICF's requirements, including:
 - Coach Education
 - Coaching Experience Hours
 - 10 Hours of Mentor Coaching
 - Passing a Performance Evaluation
 - Passing the ICF Credentialing Exam

- **For ICF's Coach Education requirement** - The 125 CCEs* you'll earn through your ICM certification (specifically, 125 core competency hours) can be applied toward the ICF's Coach Education requirement. **Approved CCEs are as of January 2024.*
- If you plan to use the CCEs (education hours) from your ICM Certification toward an ICF credential, you'll need to meet the ICF's requirement of **30 synchronous education hours** for ACC. To fulfill this, you must attend **at least 20 live calls during Facilitation Mastery**. These can be any combination of **Coaching Calls, Practice Sessions, or Wisdom Circles**. For PCC and MCC synchronous requirements, please refer to the [ICF Credential document here](#).
**Synchronous hours mean real-time interaction between you and faculty (live attendance—not recordings).*
- **For ICF's Coaching Experience Hours requirement** - You may also be able to apply all 45 coaching hours you obtain through your ICM certification toward the ICF's Coaching Experience Hours requirement if your coaching hours occur within the time frame specified by ICF [here](#). However, additional hours may be required, depending on the number of coaching hours you complete after the start of your coach-specific education and the ICF credential you wish to apply for.
- **For ICF's 10 Hours of Mentor Coaching requirement** - This can be completed for an additional investment (determined by the ICF Certified Mentor Coach you choose to work with). ICF provides a list of mentor coaches on its website under [ICF's Mentor Coach Directory](#). We currently do not have an active mentor coaching program for ICF through ICM; however, we are hoping to offer a program in the future.

- The ICF is a separate credentialing process and their organization is the only one that can grant you an ICF credential; no outside school or institute can, but again, you can apply the CCEs and coaching experience from your ICM certification towards your ICF Portfolio Path application.
- It's also important to note that the ICF's requirements can change. We encourage you to stay informed of their requirements + guidelines, which are regularly updated on their website [here](#).