

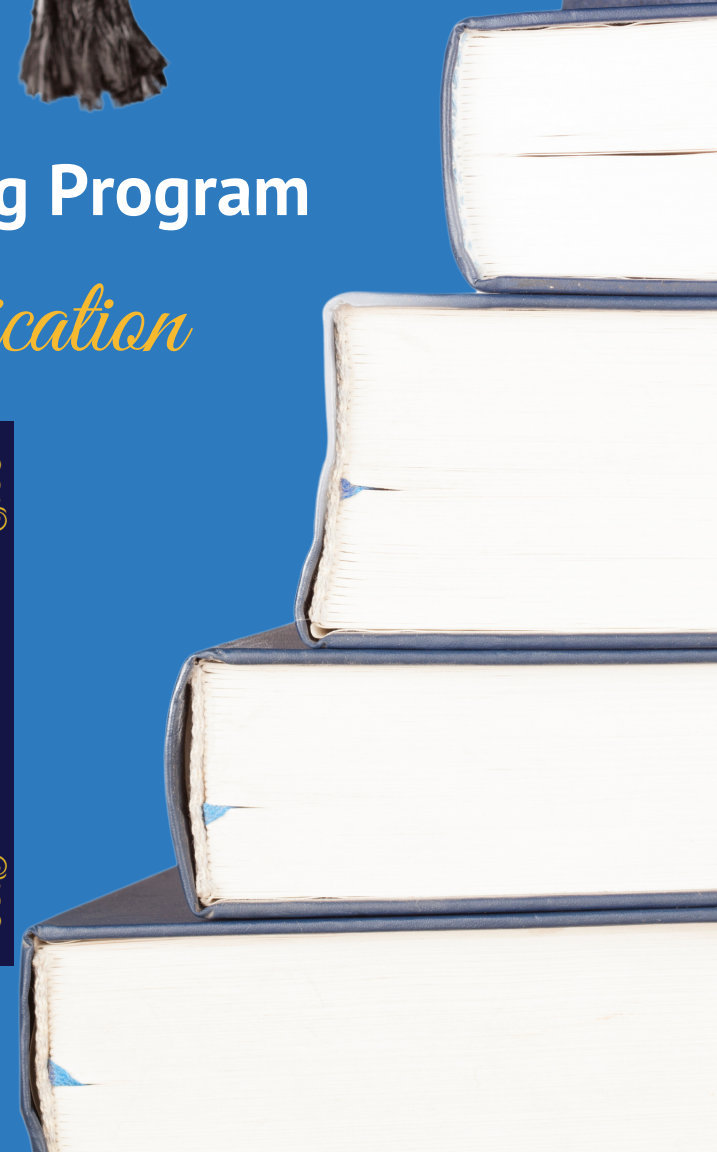


iACTcenter



International ADHD Coach Training Program

Sample Graduation Application





iACTcenter CALC Graduation Application

Congratulations on completing your iACTcenter training and being ready to apply for graduation.

This form needs to be completed in one session and you cannot save a draft version. So, make sure you have your graduation requirements completed, letters, feedback, forms and confirmation emails, gathered in a place you can access and upload them easily before beginning the application.

If you have any questions, please reach out to Heidi at Heidi@iACTcenter.com.

Finally, following submission of the application, **please allow 8 weeks** for us to review your application and reach out to you to share your results. If upon reviewing your application there is a need for additional information, we will let you know via the email provided and your application will go to the end of the queue.

Thank you!

The name, email, and photo associated with your Google account will be recorded when you upload files and submit this form

* Indicates required question

This Graduation Sample Application is a reference when preparing to graduate and completing the graduation application.

Please note that you are viewing the Certified ADHD Life Coach, CALC Graduation Application. All applications will be similar, with minor differences in the specific upload requirements.

As you explore this guide, please note the purple arrows drawing your attention to key details.

All graduation application submissions **can take 8 weeks to review.**

We will email you if your application is incomplete and we need additional information. Once received, your application will go to the end of the queue, and the process will restart with extra time required for review.

Gathering the criteria listed on your **Graduation Checklist** before accessing the application will help make the process smoother with the dates and documents ready for uploading.

If uploading from a Google Drive, please ensure the documents are set to **"anyone can view with a link."**

NOTE: Completion of the application needs to be done in one sitting.

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2. Enter your **First** and **Last** name below: *

Short answer text

2a. Please enter how you would **like your name to appear** on your certificate: *

Short answer text

3. Enter your **MAILING ADDRESS** to receive the hard copy of your graduation certificate. *

Short answer text

4. Today's date: *

Month, day, year 

5. What semester did you start at the iACTcenter? For example-Jan '21 , May '21, September '22, etc. *

Short answer text

"Short answers" allow you to type your response.

2. Please fill out the first and last you used to register for your iACTcenter training.

2a. Please fill out your name as you would like it to appear on your **CALC graduation certificate**.

Entering your **FULL** mailing address lets us know where to send the hard copy of your graduation certificate. Please allow for 6-8 weeks after your application is successful to receive the hard copy. Upon being successful with graduation, you will receive your digital graduation certificate via email.

6. Did you meet the 80% live attendance requirement for the classes? *

☐ Yes

☐ No

7. Please list the dates and topics of the classes you could not attend live. *

Your answer

7a. Class Summaries:

For each class you could not attend live below 80% attendance requirement, please upload a summary of your learning from watching the recording. (If you need to upload more than 10, please upload those into question 7b.)

 Add file

7b. Additional space to upload summaries of the classes you could not attend live.

 Add file

As an International Coaching Federation (ICF) Accredited training program, you must attend and participate in 80% of the live classes.

As an adult learner, you need to track your attendance by recording the dates you attend live and the classes you view as recorded.

"Add File" will allow you to upload pdf, word doc, Google Docs or images/screenshots. You will need to select "add file" for each upload.

If you drop below the 80% live attendance requirement, you must upload a summary of your learning from viewing the recording. This spot will allow you to upload ten files.

Below you can see 7b, which will allow for an additional ten file uploads.

8. Did you pass with at least an 80% all of the assessments for the Foundations, Growth and CORE modules? *

☐ Yes

☐ No

9. Upload the email confirmation of your score for the Foundations, Growth and CORE assessments. *

 Add file

Upload the PDF or screenshot of the email confirmation with your passing score.

After completing Foundations, Growth and CORE, you will receive an email with the direct link to your Course Assessment link.

You must complete the assessment within 30 days after the last class in that course.

You will receive an email confirmation from assist@iactcenter.com with your passing score of 80% or higher.

Please email assist@iACTcenter.com if you need additional help with locating the confirmation of these scores.

If needed, you can retake the test to achieve an 80% passing score.

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10. Upload the 4 required completed Coaching Observation forms from the LIVE Coaching Labs. *

 Add file

10a. List the dates of the Coaching Labs you attended live (6 must be attended live): *

Your answer

10b. List the dates of the Coaching Labs you viewed via the recording. *

Your answer

10c. Recorded Coaching Lab Brief Observation Forms:

For each Coaching Labs you viewed via the recording, upload a completed observation form (Brief Observation Form), including the date of the coaching lab, the name of coach and the name of the client. There is additional space in 10d. to upload additional forms. **Note:** The Observation Form needs the date you filled it out in addition to the date of the Coaching Lab.

 Add file

10d. Upload any additional Brief Observation Forms from viewing the Coaching Labs recorded.

 Add file

*10 files per section

You must upload the designated number of [Coaching Observation Forms](#) based on the specific graduation criteria for your program

*These Coaching Observation Forms must be completed from your six live Coaching Labs.

Select "add file" for each *Coaching Observation Form* you upload.

During your training here at the iACTcenter, track your Coaching Lab attendance from the beginning of your training so you can easily add them to the application.

Attendance and/or participation are required to meet the total number of Coaching Labs required for your graduation criteria.

For example, suppose you are required to attend and participate in 12 Coaching Labs and only attended 6 Coaching Labs live. In that case, you must complete additional "[Brief Coaching Observation Forms](#)" for the remaining 6 Coaching Labs you viewed via recording, this will demonstrate your "participation."

11. List the dates (Month/Day/Year) of the GAP sessions you attended live. *

Your answer

12. List the dates (Month/Day/Year) of the GAP sessions you were not able to attend live. *

Your answer

13. For each GAP session you were not able attend live, upload a summary of the recording and your intended completions from the month prior and your intended goals for the upcoming month.

 Add file

Next

Page 1 of 5

Clear form

You are required to attend the Group Accountability Program (GAP) live.

Please check and follow your specific graduation criteria to meet the requirement.

For any missed GAP meeting, you must submit a summary of the recording outlining your completions from the previous month and your intended goals for the upcoming month.

Hit NEXT to proceed to section 2 of 5

You must select "add file" for each summary you upload.

Section 2 of 5: Business Building

"Long answer text" will require you to write in your answer or copy and paste it from another document.

Scan, screenshot, or upload a pdf of the front or back of your business card.

Upload a PDF or screenshot of your Coaching Fees/packages. You can upload a blank document with your URL if your fees are published on your website.

When uploading your landing page, it does not need to be published or live. Instead, you can upload a screenshot of what you have created.

If you have a live landing page, you can put the URL in a blank document and upload that document.

Section 2 of 5

Following, please write, copy and upload the business components of your graduation application.

Please answer all questions.

14. Answer the question, "What is an ADHD LIFE Coach?" *

Long answer text

15. Answer the question, "What is ADHD?" *

Long answer text

16. Please upload the front and back of your business card here. *

⬆ Add file

17. Please upload your coaching fees (packages) here. *

⬆ Add file

18. Please upload the draft of your website landing page or enter the URL here. *

⬆ Add file

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19. Please upload an example of your Opt-In/ Freemium.

NOTE: Your opt-in cannot be a subscription to your newsletter or a complimentary coaching session.

 Add file

20. Please upload your "About Me" write-up here. *

 Add file

21. Please upload a Blog or Article you wrote here. *

 Add file

22. Please upload your Social Media Post here. *

 Add file

23. Please upload your Branding Board here. *

 Add file

When uploading your **opt-in**, it is essential to remember that we require the "Freemium" that someone receives in exchange for giving their contact information."

Note: This cannot be a subscription to your newsletter or a complimentary coaching session or the scheduling of a consultation.

Please **do not** upload a photo of your opt-in button :) We need to see what added value you are giving to a potential client.

The "About Me" and "Blog" do not need to be live or published; if they are, you can upload the URL in a blank document. Otherwise, you can use the "Add file" to upload a PDF or screenshot.

When uploading your Social Media post to the application, you can upload a published one or an image of something you have created.

Your Branding board can be uploaded as a pdf or a screenshot. You can use software like Canva, adobe or word to bring your ideas together.

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Section 3 of 5: Logs, Form & Letters

Section 3 of 5

Logs, Forms & Letters

For this section, please upload copies of different files, forms, or letters. Click on ADD FILE, and you can upload the files directly from your computer.

24. Please upload a copy of your Mentoring Letter of Attestation **AND** your Coach Mentoring Log. *

⬆ Add file

25. Please enter the date of your **FIRST** and **LAST** Mentoring session. The ICF requires mentoring to be completed over a 3-month period. *

Short answer text

26. Please upload Three Written Feedback Forms from your Coach Mentors. *

⬆ Add file

27. Please enter the number of coaching practice hours you completed. How many of the hours were paid? How many were pro bono? *

Short answer text

The iACTcenter requires you to track your 1:1 and Group Mentoring hours. Trackers are provided in the "Coaching Resources" folder in the "Global Library."

A "[Letter of Attestation](#)" means that you attest to completing the required mentoring to fulfill your graduation requirements. An example letter and the "[Mentor Coach Log](#)" is in the "Coaching Resources Folder" in your "Global Library."

The ICF requires the Mentor Coaching be spread out over a 3-month period. We ask that you enter your FIRST and LAST mentoring session.

During your training, you will receive "Written Feedback Forms" from your Mentor Coaches and other iACTcenter Faculty.

Note: Upload the number required for your programs specific Graduation Requirements.

28. How many different clients did you coach while accruing your coaching practice hours? *

- ☐ One
- ☐ Three
- ☐ Five
- ☐ More than Five

29. Submit your Client Coaching Hours Letter of Attestation **AND** your Client Coaching Hours Log: *

 Add file

You must track the coaching practice hours you have completed during your training.

The number of coaching practice hours will depend on your training program; please follow your specific graduation requirements.

An example: "[Coaching Log](#)" is in the "Coaching Resources Folder" in your "Global Library."

Note: All coaching hours acquired from the start of an International Coaching Federation (ICF) accredited training program count towards your coach practice hours and credentialing.

Follow the **number of clients** required based on your specific Graduation Requirements.

Upload a "[Client Coaching Hours Letter of Attestation](#)" that you have completed the required "Coaching Practice" hours based on your graduation requirements. An example letter is in the "Coaching Resources Folder" in your "Global Library."

30. Please upload a RELEASE OF CONFIDENTIALITY FORM for each session you recorded a client that was used for your mentoring sessions. *

 Add file

31. Upload a copy of the email or certificate confirming your completion of the **ICF Ethics Course**.

 Add file

You will need to submit a recording 72 hours before your 1:1 mentoring sessions with your Mentor Coach. For these sessions, you must have your client sign a ["Permission to Record Form."](#) This allows permission for our iACTcenter Faculty to review the recording.

Note: Please keep copies of these forms to be uploaded into your "Graduation Application" you do not need to send to your Mentors.

Complete the 3-hour virtual [Online ICF Ethics Class](#) via the ICF and submit a copy of the completion certificate or email. (This is an additional 3 CCE for you)

Section 4 of 5

Final Performance Evaluation

As a comprehensive training program, the iACTcenter is proud to offer this opportunity to our graduating students. A part of the Final Performance Evaluation includes having our ICF-trained assessor listen to your 25-30-minute recorded coaching session for the demonstration of ICF Coaching competencies and skills.

In the following section please upload an up-to-date and complete, unedited, 30-minute-maximum MP3 recording of your coaching, accompanying timed transcript, and a permission to record release.

Please Note: If any submitted items for the Final Performance Evaluation do not meet the ICF-defined criteria, you will be notified, asked to resubmit them, and the evaluation of your recording will go to the end of the queue. If this happens, please allow another eight weeks to receive your results.

32. Upload your complete MP3, unedited, 30-minute-maximum, up-to-date, not previously reviewed in a mentoring session recorded **coaching session**. You can upload a video.

(Please Note: The recording will only be evaluated within the 30-minute mark.)

 Add file

33. Please upload the accompanying **transcript** of your recording coaching session here. (Please refer to your Student Guide for additional details regarding the accompanying transcript.)

 Add file

34. Please upload the **Permission to Record** release for the your *Final Performance Evaluation*. Note: This signed release must specifically indicate permission to use the recording for the *Final Performance Evaluation*. (Note: Be sure to keep a copy of this signed permission in your files.)

 Add file

Section 4 of 5: Final Performance Evaluation

To complete your graduation application and meet the requirements for applying for an ICF credential a "Final Coaching Performance" evaluation is included in your tuition. Completed by our ICF-trained assessor the evaluation will assess the presence of coaching skills and competencies demonstrated in your recording. You will receive written feedback on the evaluation.

To complete this portion of the application, you will need an up-to-date and complete, unedited, 30-minute MP3 recording of your coaching (video is accepted), accompanying timed transcript, and a [separate permission to record release](#) from the client specifically to be reviewed for the Final Coaching Evaluation.

Section 5 of 5: Ready to Graduate!

The iACTcenter appreciates your consideration to share your experience with potential students who share the passion for making a living while making a difference in the lives of those with ADHD.

As a graduate, we would like to highlight your accomplishment in our newsletter and on the iACTcenter website.

Remember, graduation application submissions can take up to 8 weeks to review.

We will email you if your application is incomplete and we need additional information. Once received, your application will go to the end of the queue for re-evaluation.

We thank you ahead of time for understanding the additional time this may take to inform you about your application's status.

Congratulations from all of us at the iACTcenter!

Section 5 of 5

Graduation

HIT THE SUBMIT BUTTON to indicate you are ready to graduate!

35. When you graduate, do we have your permission to acknowledge your accomplishment in our newsletter and website? *

☐ Yes

☐ I'd rather not

36. Click below to indicate that you are ready to submit your application for graduation from the iACTcenter! *

☐ Yes

Congratulations