



CAREER COACH TRAINING STUDENT HANDBOOK

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Welcome to Career Coach Institute!

We're delighted that you have made the commitment to yourself to learn career coaching!

Please print this handbook and keep it handy as you will want to refer to this information as you complete your studies and certification.

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Where Do I Start?

Begin by reading your New Student Welcome email carefully and getting logged into the Virtual Learning Community to peruse its contents. Login site is at <https://careercoachinstitute.com/>. Instructions for completing the program content are contained below.

Course Materials for Career Coach Training

- ***Career Coaching Success System Kit:*** In 5-7 days (or longer if you are outside the U.S.), you will receive your Career Coaching Success System Kit. This kit contains the textbook *Career Coaching, An Insider's Guide*, the accompanying Study Guide.
- ***Virtual Learning Community:*** Described further below, this member/student-only area provides many useful resources and content you will need both in completing your studies and in starting and building your coaching business. You will particularly want to review the Student Area, found in the VLC here: <https://careercoachinstitute.com/> as you begin, as it contains needed Feedback Forms, Quizzes for each of the 26 modules and (separate access required) Final Exam.

Virtual Learning Community (VLC)

With your training and certification program you will receive membership in the CCI Virtual Learning Community. The VLC includes certification forms, materials needed to complete your training, downloadable versions of over 30 forms in the Career Coaches' Toolbox (found in the back of the textbook), and access to the worldwide community of CCI-trained coaches with whom to share best practices and questions.



Career Coaching VLC

You are not logged in. ([Login](#))

[CCVLC](#) ► [Login to the site](#)

Returning to this web site?

Login here using your username and password
(Cookies must be enabled in your browser) ?

Username
Password

Some courses may allow guest access

Forgotten your username or password?

Is this your first time here?

Hi! For full access to courses you'll need to take a minute to create a new account for yourself on this web site. Each of the individual courses may also have a one-time "enrolment key", which you won't need until later. Here are the steps:

1. Fill out the [New Account](#) form with your details.
2. An email will be immediately sent to your email address.
3. Read your email, and click on the web link it contains.
4. Your account will be confirmed and you will be logged in.
5. Now, select the course you want to participate in.
6. If you are prompted for an "enrolment key" - use the one that your teacher has given you. This will "enrol" you in the course.
7. You can now access the full course. From now on you will only need to enter your personal username and password (in the form on this page) to log in and access any course you have enrolled in.

You are not logged in. ([Login](#))

The VLC is where you will access all of your member benefits. To access the VLC, just go to <http://careercoachinstitute.com/vlcmembers/login/index.php> and click on the "member login" button.

IMPORTANT NOTE: You will need a user name and password in order to access these materials, as they are for members only. Your login information will be sent to you via email. We recommend you print this document and your Welcome Email and keep in a place you can refer to.

After logging in, just click the icon(s) of your choice to view the sections of this content-rich resource.



Completing Your Training

The Certified Career Coach Program (CCC) requires that you complete the following steps, which result in the opportunity to become certified. We hope this will be helpful to track your progress through the course. For assistance with any of the following steps, please email student@careercoachinstitute.com or call our help line at 1-503-308-8179.

Description	Date Completed
Certified Career Coach (CCC) requires completion of: • Core Coaching Webinar series (recorded or live) • 26 Quizzes • 75% score on final exam • 50 hours practice coaching	
1. Pay for your program and complete enrollment form .	
2. Receive Career Coaching Success System Kit of training materials	
3. Obtain admission to the CCI Community Facebook Group – request permission via email to student@careercoachinstitute.com or request access here: https://www.facebook.com/groups/ccistudents/	
4. Set up user name and password/ obtain access to Virtual Learning Community – this should happen automatically but if it doesn't, email student@careercoachinstitute.com for help. We suggest you peruse the contents of the VLC once admitted as your quizzes and many helpful resources are located here! NOTE: You will need separate access to the Final Exam itself when you are ready; if desired you may use the same user name and password designated for the VLC, but CCI staff must set you up for the exam to avoid unauthorized access.	
5. Watch online or, if available, attend live the 12 Core Coaching Webinars . This can be done in conjunction with your 26 modules before or after. Each session is 12 weeks in length, each class 90 minutes. The first 60 minutes is used to review specific chapters of the text book with the final 30 minutes used for actual coaching practice. Upon completion of the 12 week session, complete a Course Evaluation (found in VLC/Student Area) and email to student@careercoachinstitute.com .	
6. Complete 26 modules of Core Career Coach Training using materials from step 2 above: a. read each chapter b. do the exercises in the Study Guide corresponding to that chapter (strongly suggested but not required) c. complete a feedback form for each chapter/module d. complete online quiz within CCI Student Area of VLC for that chapter. Note: If attending live Core Coaching Webinar, you can complete in the order chapters are reviewed.	

7. When all 26 modules are complete, email student@careercoachinstitute.com for access to the Final Exam and plan 1 to 1 ½ hours to take it. Score of 75% required to pass. If you don't pass, you must wait at least one week to retake.	
8. Either during or after your studies, begin practice coaching with clients (can be paid or unpaid) toward your 50-hours of practice coaching, with at least two clients , which is required for CCC certification. We recommend that you take at least one client through all 8 steps of the Authentic Vocation process using QuantumShift! Coaching™ techniques (see training materials for clarification).	
9. Provide each client with Coaching Client Evaluation form, available in CCI Student Area of VLC, and have each complete the form when your coaching is complete.	
10. Complete your Certification Application , also available in the CCI Student Area of the VLC, and submit (preferably by email to student@careercoachinstitute.com) along with your required Coaching Client Evaluation forms to total 50 coaching hours. There is a \$500 certification fee for your first three years' certification.	
11. CCI Staff will review your application and notify you within 3-5 business days as to whether it is approved and, when it is, provide you with a certificate suitable for framing and a Certified Career Coach logo to use on your website, business cards, email signature, and the like.	



Certification

Once you have completed the initial steps for training shown in the Path to Certification above, you can apply for certification as a Certified Career Coach (CCC).

- 1) Complete a **Certification Application** (found in the VLC/Moodle Member Site). The following must be completed and/or included with your application:
 - a) Client Coach Evaluations for each person you are using for practice coaching credit
 - b) Feedbacks for each session of the Core Coaching Teleclass have been submitted
 - c) Course Evaluation on the core coaching teleclass
- 2) **Email your complete Certification Application** as noted on the application. We discourage mailing your application, but if you wish, we recommend you do so via certified mail to the corporate address on the application.
- 3) Upon review of your Application by CCI, you will be eligible for certification as a Certified Career Coach (CCC) and will be provided with a logo and certificate suitable for framing and for use in your marketing material.



Facebook Group

CCI uses a private Facebook group for electronic communication and sharing of information with your global career coaching peers. You will receive instructions on joining the group once you enroll.

Then, once you are in, introduce yourself! Tell us what your goals are, and feel free to ask questions, share successes and resources, and tell us how your business is developing through regular posts. This is your group! So check it at least every couple of days and participate in the discussions there.

Coaching Packages

For sample Coaching Packages you may wish to use or customize in your practice, see the VLC/Moodle.

Credential Renewal

**ALL CERTIFICATIONS AWARDED BY THE CAREER COACH INSTITUTE
ARE VALID FOR THREE (3) YEARS.**

When you obtain your CCI credential, it is valid for 3 years. At that point, it must be renewed and continuing education requirements met. This helps you maintain your credibility with clients, employers, etc. by demonstrating that you are continuing to learn and maintain/improve the skills you originally obtained.

There are three requirements for re-certification:

1. Attend/complete and document 30 hours of Continuing Education Units (CEU's) from CCI or another "Approved Provider". If from CCI, these must be from courses you have NOT previously taken.
2. Complete the **Certification Application** found in the VLC/Moodle, indicating "renewal" instead of "new" on page 1, and listing your CEU credits and email it to student@careercoachinstitute.com - note that NO coaching hours are required for recertification.
3. Fill in credit card information to which we may charge the \$500 renewal fee (or attach a check and mail the application to our offices), which will renew your credential for an additional 3 years.



"Approved Providers" for Continuing Education Units include:

1. Any courses offered by Career Coach Institute subsequent to your initial certification. Examples:
 - Practice-building and marketing webinars
 - Attendance at our live events
 - Other courses you have taken from us—fill in the details on the application for our review
2. Attendance at coaching or career development conferences sponsored by:
 - International Coach Federation www.coachfederation.org
 - Association of Career Professionals International (ACP International) www.acpinternational.org
 - Coachville www.coachville.com
 - Association of Coaching and Consulting Professionals on the Web (ACCPow) www.accpow.com
 - National Career Development Association www.ncda.org
 - State or regional conferences of state career development associations
 - National Resume Writers Association www.thenrwa.com
 - Others must be reviewed for approval and must relate *directly* to coaching skills development, career development or closely related areas

IMPORTANT NOTES:

- Your CEU event attendance dates must have occurred *after* your certification date.
- When submitting a conference attendance for credit, you must include documentation of the session titles you attended, presenter, and number of hours—and, if possible, attach brochure or other description of the conference agenda for our review.
- Self-paced learning or e-learning counts equally with live or teleclass learning for purposes of your CEU credit—you get one hour credit for each hour you have studied or attended the event.

Using CCI Training with ICF

While our credentials are internationally recognized and stand on their own, some students also wish to obtain certification via the International Coach Federation. Our certification programs may be used for up to 20 percent of your coach training hours with ICF. See details at <http://www.coachfederation.org> for current details on their Portfolio Application process.

Frequently Asked Questions

How do I take the final exam?

- Once you have completed all 26 quizzes, email student@careercoachinstitute.com and we will provide you with access to the final exam.
- You will find the final exam listed AFTER the 26 quizzes already completed.
- The final exam consists of 60 questions, 45 (x 5%) are required for a passing grade.

What if I don't pass the final exam my first time?

- Review the materials that are needed and then retake the exam. We request you wait at least one week.

Can I start the final exam and leave?

- Yes! All submitted answers will be saved and you can pick up where you left off.

What is practice coaching?

- Time you spend using what you learned in your training by coaching.
- CCC requires 50 hours; it may be free/pro-bono.
- Some other certifications require 12 hours of practice coaching—see certification requirements earlier in this document
- *EACH client must complete the Client Coach Evaluation form (1)*
Keep the evaluations and submit with your application for certification.

If I refer a new student, do I get any compensation?

- YES! If you refer someone who signs up for our training, in most cases you will be eligible for a referral fee.
 - (1) Have your referral contact student@careercoachinstitute.com
 - (2) Email student@careercoachinstitute.com and tell us you have made a referral so we can compensate you if/when they enroll



Contacting Career Coach Institute

We strive to be accessible to our students! If you have any general questions about the program or questions about how to do things during your studies, please feel free to email student@careercoachinstitute.com or call 1-503-308-8179.

We are pleased you have selected CCI for your Career Coach Training and Certification and look forward to working with you as you reach your goals.

Questions regarding Training and Certification, Passwords, and Online Access?
Student Relations Director, student@careercoachinstitute.com or call 503-308-8179