



## The Art & Science of Coaching

### Completion Requirements for the Erickson Solution-Focused Coach Certificate (ESFCC)

The Erickson Solution-Focused Coach Certificate (ESFCC) is comprised of Modules I, II, III and IV of the Art & Science of Coaching Program. The ESFCC designation is a prerequisite for the Erickson Solution-Focused Coach Diploma (ESFCD).

#### ESFCC Completion Requirements Overview

1. Attendance & Participation
2. Erickson Coaching Knowledge Assessments
3. Triad Practice Sessions
4. Audio-Recorded Coaching Sessions
5. Class Blog, Pre-Live Session Prep Work & Assignments (*for Online Learners only*)
6. Reflective Journals (*for Online Learners only*)

TABLE A: Audio-Recording Submission Schedule (Online Learners)

TABLE B: Audio-Recording Submission Schedule (On-Site Learners)

#### Detailed explanation of each completion requirement:

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| 1. Attendance & Participation              | <p>All Learners are required to complete 100% of the Program by attending all on-site days and/or online sessions outlined in the Program Schedule. To achieve full participation Learners are required to complete all lessons and assignments provided.<sup>1</sup></p> <p>If a Learner is absent from class, the Teaching Assistant (TA) and/or Facilitator will provide instructions on how to make up the missed content. Failure to complete the make-up requirements will result in the Learner being withheld from attending the next Module.</p> <p>The maximum amount of hours that a Learner may be absent and make-up is equal to 30% of the Module's total instructional hours. Additional make-up hours above and beyond 30% are not available regardless of the reason for absences or time missed. If absences exceed the 30% maximum, the Learner is required to retake that Module in its entirety.*</p> <p><i>*Full tuition rates apply for Module(s) repeated under these circumstances.</i></p> |
| 2. Erickson Coaching Knowledge Assessments | <p>Successful completion of a total of four (4) Erickson Coaching Knowledge Assessments with a minimum passing score of 70%.</p> <p>The Knowledge Assessments are delivered online via the Erickson Online Academy and are comprised of both multiple-choice and true-or-false</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

<sup>1</sup> See the *Attendance & Participation Policy* section of the Learner Enrollment Contract for full details.

ESFCC  
Completion Requirements

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|                                                                                                           | <p>questions. Login instructions for the Erickson Online Academy are delivered via email prior to the commencement of Module I.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <p>3. Triad Practice Sessions</p>                                                                         | <p>Complete and log six (6) Triad Practice sessions. Full instructions are available in the "<u>TRIADS SECTION - TRIADS INSTRUCTIONS LOGGING AREA</u>" of the Erickson Online Academy.</p> <p>The Facilitator will support the setting up Triad Practice groups during Module I, however, organization, completion and logging of Triads are the sole responsibility of each Learner.</p>                                                                                                                                                                                                                                                                                                                                                                                                    |
| <p>4. Audio-Recorded Coaching Sessions</p>                                                                | <p>Submission of three (3) Audio-Recorded Coaching sessions<sup>2</sup> in accordance with the schedule outlined at the end of this document in <u>TABLE A</u> for Online Learners and <u>TABLE B</u> for On-Site Learners.</p> <p>All Audio-Recorded Coaching sessions are reviewed by an Erickson Approved Assessor within fourteen (14) days from the date the submission is received. Solution-Focused Feedback is provided to the Learner via the Erickson Online Academy.</p> <p>The third and final recording submission is marked according to an Assessment Rubric that will be provided in the Academy. A passing score of 70% must be achieved on the submission to successfully complete the program and to receive the Erickson Solution-Focused Coach Certificate (ESFCC).</p> |
| <p>5. Class Blog, Pre-Live Session Prep Work &amp; Assignments</p> <p><i>For Online Learners Only</i></p> | <p>Learners who have selected Online delivery are required to complete self-directed preparation prior to attending each online session. Directed preparation will include assignments such as:</p> <ul style="list-style-type: none"> <li>• Contributing to the Class Blog</li> <li>• Directed reading</li> <li>• Watching of instructional videos</li> </ul> <p>The Facilitator will provide specific instructions in the Class Blog outlining the required prep work Learners have to complete prior to each online session.</p> <p>All required manuals, videos, materials, worksheets and blog instructions are provided in the Erickson Online Academy. Login instructions for the Erickson Online Academy are delivered via email prior to the commencement of Module I.</p>          |
| <p>6. Reflective Journals</p> <p><i>For Online Learners Only</i></p>                                      | <p>Learners who have selected Online delivery are required to complete two (2) Reflective Journals per online Module. If all four (4) Modules are completed online, a total of eight (8) Reflective Journals are required during the ESFCC program.</p> <p>Instructions on how to complete and upload the Reflective Journals is included as part of the Curricula Lessons in the Academy.</p>                                                                                                                                                                                                                                                                                                                                                                                               |

<sup>2</sup> Practice sessions and/or Triad sessions are eligible for use as Audio-Recorded Coaching submissions.

| TABLE A: AUDIO-RECORDING SUBMISSION SCHEDULE (ONLINE LEARNERS) |                                                                     |
|----------------------------------------------------------------|---------------------------------------------------------------------|
| RECORDING NUMBER                                               | SUBMISSION DUE DATE                                                 |
| 1 <sup>st</sup>                                                | Maximum of seven (7) days after the last session of Module II       |
| 2 <sup>nd</sup>                                                | Maximum of seven (7) days after the last session of Module III      |
| 3 <sup>rd</sup> (final)                                        | No more than fourteen (14) days after the last session of Module IV |

| TABLE B: AUDIO-RECORDING SUBMISSION SCHEDULE (ON-SITE LEARNERS) |                           |                                                                         |
|-----------------------------------------------------------------|---------------------------|-------------------------------------------------------------------------|
| ON-SITE DELIVERY TIMELINE                                       | RECORDING NUMBER          | SUBMISSION DUE DATE                                                     |
| One (1) Module delivered once a month.                          | 1 <sup>st</sup>           | Maximum of seven (7) days after the last on-site day of Module II       |
|                                                                 | 2 <sup>nd</sup>           | Maximum of seven (7) days after the last on-site day of Module III      |
|                                                                 | 3 <sup>rd</sup> and final | No more than fourteen (14) days after the last on-site day of Module IV |
| Two (2) Modules delivered within one month                      | 1 <sup>st</sup>           | Maximum of seven (7) days after the last on-site day of Module II       |
|                                                                 | 2 <sup>nd</sup>           | Maximum of seven (7) days after the last on-site day of Module III      |
|                                                                 | 3 <sup>rd</sup> and final | No more than fourteen (14) days after the last on-site day of Module IV |
| Four (4) Modules delivered within one month                     | 1 <sup>st</sup>           | Maximum of seven (7) days after the last on-site day of Module II       |
|                                                                 | 2 <sup>nd</sup>           | Maximum of fourteen (14) days after the last on-site day of III         |
|                                                                 | 3 <sup>rd</sup> and final | No more than thirty (30) days after the last on-site day of Module IV   |

### Program Completion Deadlines

Learners have an additional three (3) months from the **end date** of the last on-site day or online session of Module IV to complete all Erickson Solution-Focused Coach Certificate (ESFCC) program requirements.<sup>3</sup>

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<sup>3</sup> Audio-Recorded Coaching sessions are to be submitted in accordance with the Due Dates listed in TABLE A for Online Learners and TABLE B for On-Site Learners.