

Certification Requirements

If you aim to gain New Insights certification – and we hope you will – here's what we will require of you. Please take some time to ensure that you are completely familiar with these requirements to prevent any misunderstandings along the way:

1. Code of Ethics

Read and digest our Code of Ethics that follows. It prescribes some sound principles for the way you should conduct yourself when you start coaching. We trust you will not view it in any way as onerous but that you will be proud to be associated with such a code that draws heavily on that prescribed by the Association of Coaches and Mentors of South Africa (COMENSA).

When you feel ready, sign and return to New Insights Africa, the form that commits you to abide by the code in your coaching practice. You'll find this form on the Resources CD included with your pack.

2. Skills Training Manuals: Self-Tests

When you complete each skills training manual and feel competent that you understand and can apply the content, complete and submit, to New Insights Africa, the relevant self-test. You will find the self-tests at the back of each of the seven manuals or you can access an electronic (MS Word) copy from your Resources CD.

We do not mark these self-tests but we do review them and, where we feel you could benefit, we provide comments and advice. If we feel you really haven't understood the material or parts of it we'll be honest with you and ask you to go over the material again before moving on to the next Part.

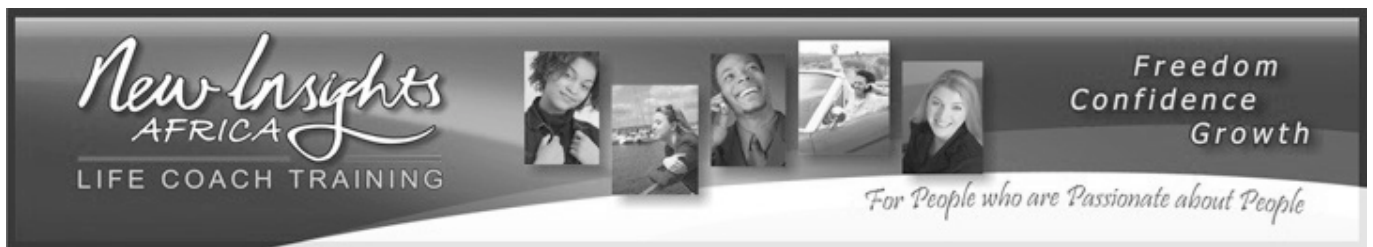
3. Practice Coaching – Session One

Complete fifteen practice-coaching sessions (Session One in the thirteen session programme) with fifteen different people. You will need to get feedback forms completed for each session coached and these should be sent back to New Insights Africa for us to review. Your practice Session Ones can be done with friends, family members or colleagues - whatever works best for you. The feedback form is available in electronic (PDF) format on your Resources CD.

4. Practice Coaching – Full Programme

Complete one full New Insights coaching programme, comprising thirteen sessions, with one of your chosen practice clients. *Please note, for professional purposes, we cannot allow this to be another New Insights coach or trainee or someone from your immediate family.*

For your full programme practice client we will require your client to complete and return a feedback form for each of the sessions coached (using the same form mentioned in 3. above). At the conclusion of your coaching programme we will also require the client to complete a one page overall



assessment of your coaching abilities. This form is also available (in PDF form) from your Resources CD.

You may collate feedback forms and submit them to us in batches of two or three at a time if you wish.

After this, we normally make a brief telephone call to the full programme practice client as a due diligence check that the feedback is in order and that the client has derived benefit from the experience (and as a courtesy to thank them for participating in your training!)

5. Final Exam

Complete an open book exam, for which you should allocate three and a half hours. The exam, which is similar in format to the self-tests but which covers the material in all seven skills training manuals, will be emailed to you so you can do it from home or your place of work on a date that suits you.

You can write the exam at any time after you have completed steps 2. and 3. above. Contact New Insights Africa a few days in advance to book the day for your exam. You'll need to complete the exam and return it to us the same day. The onus is on you to ensure we receive it in good order before close of business on that same day.

The pass mark for the exam is 67%. NIA reserves the right to request trainees who score between 67% and 70% to attend a follow-up coaching session with a certified coach to review areas of apparent weakness. Trainees who fail the exam on first attempt may re-write the exam after a further three months.

Certificate of Completion

Once you have completed all the requirements listed above, you're ready to make a positive impact in the world as a New Insights certified Life Coach! We'll send you a Certificate of Completion detailing what you've covered so you can hang it on your office wall or wave it in front of admiring clients!

Certified Coach entitlements

There are many benefits to becoming a New Insights Certified Life Coach.

For one thing, you'll be entitled to use the special *New Insights Certified Life Coach* identifiers, in your online and print communications and marketing. (These are available from the Customer Resources page on our website.)

In addition, for a modest fee, you'll also qualify to request a listing on our online *Life Coach Directory* that aims to promote New Insights certified life coaches and their services to the public. You can view the directory at this link: <http://www.life-coach-directory.co.za>.

You will also qualify to become a member of our *Coach Referral Scheme* whereby you can make a generous commission for referring new customers to us.