

Partial Certified Family Life Coach Program: Coaching Proficiency Application

A credential in this category means a graduate from your program has met the requirements for coaching proficiency.

Students must successfully complete all courses you identify in the application that include required content areas for CFLC certification.

Program certification is good for **five years**. A report is due after each year. After the fifth year, programs must resubmit materials demonstrating they are still covering the requirements. However, any changes during that five years in programing or person of contact must be communicated with FLCA in the yearly report.

If you have any questions, email the Standards Committee at info@flcassociation.org. Please put "Program Certification Questions" in the subject line.

* Indicates required question

1. Email *

SECTION 1: PROGRAM INFORMATION

2. Name of Program: *

3. College, School or Business (as appropriate): *

4. City/State: *

5. Country: *

SECTION 2: CONTACT INFORMATION

6. Name of Contact Person:

*

(*Contact person must be a current CFLC, CFLC-P, CFLC-E **or** full BCC **or** full ICF.

If you have any questions, email the Standards Committee at info@flcassociation.org.

Please put "Program Certification Questions" in the subject line.)

7. Contact person's phone number: *

8. Contact person's email address: *

9. Name and email of secondary contact person at the organization (if applicable)

WHAT'S NEXT?

Your completed application will include:

- Completed Coaching Techniques Section
- Application fee

WAIT, I'M CONFUSED!

Here are some helpful resources for you to reference as you go through the application:

- [Supplemental Materials](#)
- [FAQ's](#) (scroll down to the bottom of the webpage)

SECTION 3: COACHING TECHNIQUES SECTION

- Full CFLC curriculum applicants must have at least 180 hours (instructional and independent work time) covering the coaching standard areas below. Applicable courses may be listed under multiple areas. For example, you may have one course that fulfills requirements for both Coaching Models and Theories and Establishing the Coaching Agreement. Likewise, you may also need to list two courses to cover any given area.
- Please attach the course descriptions and syllabi for **all** courses being used.
- If your course descriptions or syllabi are not clear as to how they address the standards below, include module or meeting outlines that show content covered, assignments, and contact hours.
- See more on Coaching Techniques Standards in [Supplemental Materials](#).

10. **Foundational: Coaching Models and Theories ***

Course name(s):

11. **Foundational: Comply with Coaching Ethics and Standards According to FLCA ***

Course name(s):

12. **Foundational: Training and Skill in FLC ***

Course name(s):

13. **Foundational: Understand the Relationship between FLC and Other Family Sciences** *

Course name(s):

14. **Coaching Relationship: Communicate the Purpose of FLC Effectively to Clients** *

Course name(s):

15. **Coaching Relationship: Establish Coaching Agreement** *

Course name(s):

16. **Coaching Relationship: Articulate Coach and Client Responsibilities and Expectations** *

Course name(s):

17. **Coaching Relationship: Maintain a Physically and Emotionally Safe Coaching Environment** *

Course name(s):

18. **Coaching Relationship: Refer Clients to Other Professionals as Needed or Requested** *

Course name(s):

19. **Coaching Process: Maintain Client-Driven Coaching Sessions** *

Course name(s):

20. **Coaching Process: Establish Trust and Rapport** *

Course name(s):

21. **Coaching Process: Display Empathy, Interact Positively, and Withhold Judgment** *

Course name(s):

22. **Coaching Process: Ask Powerful Questions to Create Awareness for Clients** *

Course name(s):

23. **Coaching Process: Engage Client in Setting Goals and Creating Plans to Move the Client Forward** *

Course name(s):

24. **Coaching Process: Help Client Identify and Resolve Obstacles ***

Course name(s):

25. **Coaching Process: Aid Client in Moving Forward ***

Course name(s):

26. **Minimum of 3 hrs. mentored (directly observed by instructor) coaching experience through video, one-on-one, and/or group observation ***

** Mentored experience and number of hours should be clear in the attached course description or syllabi.*

Course name(s):

27. **Minimum of 7 hrs. supervised (discussed with instructor) coaching experience ***

** Supervised experience and number of hours should be clear in the attached course description or syllabi.*

Course name(s):

28. *Please upload the course descriptions, syllabi, or module/meeting outlines for **all** courses identified in the Coaching Techniques Section (PDF's only). You can upload up to 10 documents, please combine documents if necessary.* *

Files submitted:

SECTION 4: PAYMENT

The application fee for Full Certified Family Life Coach Curriculum is \$750. Please process payment here: [Application payment](#)

29. I have submitted my application payment. *

Mark only one oval.

☐ Yes

☐ No, but I understand my application will not be reviewed unless payment is made by the due date.

30. I have uploaded all required Coaching Techniques course descriptions, syllabi, or module/meeting outlines (PDF's only). *

Mark only one oval.

☐ Yes

☐ I think so. I plan to email FLCA with question(s) about additional documents (info@flcassociation.org).

Thank you!

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