

How to format and upload your recordings, transcripts & log.

During the program you're required to submit several recordings along with a transcript for which you'll receive written mentor feedback on your coaching. At the end of your program you'll also submit a final Performance Evaluation recording for certification. This is effectively an oral exam in which you must demonstrate sufficient competency by meeting the appropriate ACC or PCC markers within our model which have been shared with you. This form of assessment is a standard practice in coach training and it is an integral part of the credentialing process for most professional coaching bodies including the ICF.

Please remember— all the recordings, but particularly the certification recording, are assessing your ability to coach and hit the competency markers you've learned. We're not assessing whether the client benefits from your coaching in the session or not. We're listening to **your** skills!

Your certification Performance Evaluation recording is assessed on a PASS/FAIL basis, after which you'll receive comments/feedback to develop your learning or to offer areas for improvement in case it isn't successful. If you need to resubmit, we may also be recommending further mentoring or training before you do so.

If the certification recording doesn't pass, resubmissions are currently charged at \$250 each and, as mentioned above, we may also request further training or mentoring.

Here are some important guidelines for your recording format:

- Audio should be in mp3, m4a audio or AAC only. **No video files please!** A free audio recorder & editor can be found on <http://www.audacityteam.org/>. This can also be used to convert files to the above formats including converting video files to audio. If you use a Mac then Garageband is even easier.
- Recordings must be in English and of appropriate sound quality—no background noise, easy to hear each speaker etc.

- The recording should last for around of 30 minutes however if you run a little over we won't penalize you. Aim to cover a complete coaching session which demonstrates the appropriate markers for your level.
- Aim to edit the beginning and ending of the recording to give us just the content we need to listen to. **Absolutely no editing of the recording between beginning and end is allowed!**
- If you can't edit for some reason then you must follow the instructions below to indicate the start time from which we will listen.
- **All recordings must be submitted with a timecoded, speaker separated transcript.** You may create your own or use a 3rd party service. Otter (<https://otter.ai/>) has a free user component. Generally using 3rd party transcription companies means you will still need to do some editing. Please ensure each speaker is on a separate line and clearly identified. That each speaker has a suitable timecode which matches the recording. Render the doc in Avenir 10 black.
- **Upload all files as a single compressed .zip file.** If you don't do so then the form will reject it. If you don't know how to, then [go here](#). If you're submitting a log for a section, then add that in there as well.

Here's how to format your audio files and transcript:

If you submit with a start time where you want us to listen from then use this
(if no start time then just leave that off!):

(your name)(course+year)(start time).(file type)

This should appear as:

johnsmithpathways2022start1m23s.mp3

Certification Recording with a start time:

(your name)(certificationrecording)(start time).(file type)

This should appear as:

johnsmithcertificationrecordingstart1m23s.mp3

Use similar format for transcripts, logs and the main .zip file:

(your name)(certificationrecording).(file type)

This would render as:

johnsmithcertification.zip