SCRUM ALLIANCE® CERTIFIED AGILE COACH℠ (CTC/CEC) APPLICATION INSTRUCTIONS

The application is designed so that you reflect and learn about yourself and your learning journey while you are working on it. The Review Team will support you with honest feedback, and we will do our best to provide it in a timely fashion. Your process largely depends on asking for feedback, early and often, from many sources.

This application is in two parts. Part I must be submitted and approved before Part II can be started. Part I is the same for both the CTC and CEC. The main difference is the expected number of coaching hours, breadth and depth of experience, and fluency in multiple coaching approaches.

Helpful tip: Prepare yourself by downloading and reading through the relevant sample application.

PRE-APPLICATION CALL

Once you feel that you meet the necessary application prerequisites, it's time to connect with a member of the CEC/CTC Review Team. This pre-application call is a free service offered by the Review Team. This required conversation is not an approval step, but it is an opportunity for you to discuss and demonstrate your qualifications to assess your readiness, identify any gaps, and receive feedback on how any gaps identified might be addressed. You may be asked to do a short coaching session with the reviewer and practice your coaching in real time.

PART I: Qualification and Prerequisites

The first part of the application process gives you a chance to introduce yourself to us as a coach. The Review Team evaluates your information against the elements identified in the Summary of Expectations and the assessment dimensions identified within the application template.

Helpful Tip: We are more interested in your coaching proficiency than in your agile expertise.

Once you submit your USD $250 nonrefundable application fee, we'll provide you with your personal Google document to use. Read through and feel free to ask if you need any clarification. You can look for feedback from you candidate Google group or from the Review Team Member with whom you had your pre-application call.

Enter your information directly in the Google document. This document may be used by reviewers to ask you for more information via sidebar comments.

Helpful Tip: Ask mentors, colleagues, and/or other applicants to give feedback on your application early. In other words, work in short iterations.

When you have completed Part I, send an email to _coachingcertification@scrumalliance.org_.

REVIEW

A reviewer will contact you by email when the review of your application begins. Please allow the reviewer one week to complete their review.

The reviewer may add comments to your Google doc application if they have any questions. They will let you know if they have left comments in your application. Please do not reply to or close the comment; instead, make any appropriate revisions directly in the text of your application. Let the reviewer know when your application has been revised and is ready for a second pass.

The Review Team maintains a "no single point of failure policy." If the first reviewer assesses that your Part I does not meet qualifications, a second reviewer will be invited to review the application. If there is a split decision between the first two reviewers, a third reviewer will be invited to review the application as a tiebreaker. In this case, please allow an additional week for review for each reviewer.

In the case of deferral (two-three reviewers have determined that qualifications have not yet been met), you will be sent detailed feedback with a suggested re-application date. You will also be offered a feedback call with the reviewers to clarify any questions you have.

After you make any necessary revisions based on the comments provided, you may re-submit Part I by emailing *coachingcertification@scrumalliance.org*. Your application will be re-reviewed by a member of the CTC/CEC Review Team.

Once approved, you will be notified by Scrum Alliance staff and may continue with the Part II application!

PART II: Agile Knowledge, Coaching Competencies, Coaching Mindset, and Recommendations

Part II of the application is a qualitative evaluation of your diverse coaching capabilities demonstrated by proficiency across a wide range of competencies. We expect Certified Agile Coaches to articulate their thinking and practice in concise written form, which is why we ask for a written application.

Read and complete Part II (in the same shared Google Drive folder as Part I).

Helpful Tip: Structure your text in a way that's obvious how it follows the question ("provide two examples..." → have two distinct paragraphs in your text, etc.). Again, ask mentors, colleagues, and/or other applicants to give feedback on your application early. Many reviewers will quickly look at and comment on one answer from your application. Once you know you're moving in the right direction, you can proceed with more confidence.

A requirement for Part II is that you need one mentor and two clients to provide letters of recommendation. Please ask them to send recommendation letters directly to *coachingcertification@scrumalliance.org*. Links to guidelines for mentor and client recommendations are included in the Part II application. Applicants who submitted references in prior application attempts are allowed to resubmit those recommendations to avoid having to ask again, so long as the recommendations were written within the last two years.

When you have completed Part II, send an email to *coachingcertification@scrumalliance.org*.

REVIEW

Part II is reviewed by two members of the Review Team. Similar to Part I, each reviewer will contact you by email when the review of your application begins. Please allow three weeks for them to complete their review.

Reviewers may add comments to your Google doc if they have questions or need clarification. They will notify you if they have added comments for you to address. Please do not reply to or close the comment; instead, make any appropriate revisions directly in the text of your application. Please inform your reviewer when your application has been revised and is ready for additional review.

Once both reviewers have finished their review, you will receive a response from Scrum Alliance about the results of your application.

There are three possible results of the review:

Approval: Both reviewers assess that you meet the qualifications for the CEC/CTC certification! Scrum Alliance will notify you that you have passed and provide next steps for setting up your certification.

Deferment: If you do not yet meet the qualifications of the program, you will receive written feedback from the Review Team, encouraging you to address your qualification gaps and resubmit your application after the designated deferment period. You will also be offered a phone/video call with the Review Team to talk through their feedback. Do not miss this opportunity! It is possible that either your writing did not reflect your coaching awareness in its entirety, or that their perception of your writing differs from your intention. Use the call to clarify.

Tiebreaker review: If the two reviewers do not agree on their assessment of your application, a third reviewer will act as a tiebreaker vote in the decision. Please note: in the case of a tiebreaker review, the team may take an additional 3 weeks to do a third review, finalize their results and provide feedback.

CERTIFICATION SUCCESS!

You're now a Scrum Alliance® Certified Agile Coach. As a CAC, you will be required to pay an annual license fee ($500 for CTC & $750 for CEC) and complete renewal requirements to maintain an active certification. Congratulations and welcome to the beginning of your coaching journey!

APPLICATION TIPS

1 Make sure you actually answer the prompt.
If the prompt is unclear, seek guidance from a mentor, the candidate Google group, your pre-application call coach, or other sources. Have a conversation before writing an answer that doesn't effectively address the prompt.

2 Enlist a CEC or CTC to preview your application iteratively.
Before you fill out either part of the application, engage with a current CEC or CTC and discuss how you satisfy the prerequisites as well as some of your proposed answers, to get early feedback. A Scrum Alliance Certified Agile Coaching credential is demanding, and early feedback may save you hours of rework. You may share your application document with mentors or other informal reviewers to assist you in your application process. Remember this is a learning journey. Keep in mind that being agile is all about collaboration, and frequent inspection and adaptation. While completing the application should not be a team effort, your application will benefit from the agile practice of inspecting, adapting, and retrospection.

3 Show your range of experience.
Provide a description of your diverse coaching experiences by using different client engagement examples in each question in Part II. Repeat examples will be seen as a sign of limited experience and will be disregarded. Read all the sections in Part II prior to responding to the first question.

4 Scrum Coaching Recommendations (Part II)
Recommendations take time to acquire. Start planning for those early and choose your recommenders wisely. Recommendations that represent more substantial coaching engagements and support the diversity of your experience are key. You may want to identify people from whom you would seek a recommendation before you begin Part II.

⑤ Application Word Counts

Most of the response areas have word-count limits. These limits are in place to provide guidance as to the level of detail the Review Team is seeking. The Team levels the responses from all applicants so the reviewers can focus on the quality of the content over the quantity of written text. Google Docs has a word-count menu item in its Tools menu that provides word counts for selected text and for the overall document.

Non-native English applicants may increase the word counts by 25% to accommodate. Please indicate your usage of this exception in the Application Language field. Please don't use that additional word count if your fluency is comparable to native speakers.

APPLICATION DEFINITIONS

Organizations:	An organization is any client/company entity that engages a Coach to increase its effectiveness through the use of Scrum and other agile approaches. This includes an organization that you work for as an internal employee or to which you deliver professional services as an external coach. Larger companies typically contain multiple organizations, such as business units, divisions, or departments. Applying to be a Certified Agile Coach requires proof of engagement with multiple organizations that represent a diversity of experience across multiple companies or within one company.
Scrum and Agile Coaching	Scrum and Agile Coaching is defined as engaging with an organization during which you are performing one or more of the following activities: • Assessing team(s) and organization(s) for effectiveness in applying agile principles and practices • Mentoring others in Scrum and other agile principles and practices • Advising and consulting with organizations on Scrum and other agile practices • Facilitating teams, groups, and organizations to achieve higher-quality collaboration and enable greater results • Developing teams and organizations through guided self-discovery and growth • Challenging the organizational and leadership status quo and enabling an agile culture Scrum and Agile Coaching engagements do NOT include: • Serving as a ScrumMaster on one or more teams • Serving as an organizational leader in a capacity other than coach
Scrum Alliance Certified Team Coach (CTC) vs. Scrum Alliance Certified Enterprise Coach (CEC)	A **Team Coach** works primarily with groups of interrelated teams within a larger project, a department, or a program. An **Enterprise Coach** has a wider reach across an organization and focuses more on executive coaching, agile transformation, organizational change, and sustainable business agility. Enterprise Coaches are expected to have more experience working with organizational change and more mature coaching skills.

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