Scrum Alliance Certified Agile Coach (CTC/CEC) Application - Part I - SAMPLE

Application Instructions

Read the CTC Application Instructions or CEC - How do apply? before filling out this application.

Part I: Coaching Background and Credentials

Part I of the coaching application evidences the prerequisites required to become a Scrum Alliance Certified Agile Coach. This includes being an active CSP; team and organization coaching experience; agile community participation; coaching education and mentorship; and coaching tools, techniques, and approaches. Evidence of each prerequisite is required for qualification.

<mark>PART I MUST BE COMPLETED AND ACCEPTED PRIOR TO COMPLETING PART II.</mark>

Section I-A: Applicant Information

*Purpose: To introduce yourself **as a coach** and outline your journey in reaching your current position. Expand the cells as needed. In addition, edit the header of this document to include your name.* <mark>**Please focus on your coaching proficiency more than your agile experience.**</mark>

Applicant first and last name	
Applicant email address	
Applicant city, state, country	
Applicant native language This application must be completed in English. Non-fluent users of English may exceed word count limits by 25%.	
Applicant CSP date Active CSP-SM™ or CSP-PO™ certificate is required. Longer and more active participation in the CSP Program is recognized.	

Pre-Application Call Information Please list the date of the conversation and the name of the coach you spoke with. Additionally, please reflect on any insight generated from that conversation. ***Please note, this call must be conducted with an approved member of the review team. Refer to the Scrum Alliance website for a list of approved coaches.***	

Coaching career overview Write a brief summary of your **coaching** and agile learning journey and how you got where you are today. Include key milestone years. (300 words or fewer)	
Coaching approach Write a brief summary of your professional self today, focusing on your approach to and/or philosophy of coaching. (300 words or fewer)	
Reason for applying Provide your reasons for seeking this coaching certification. (150 words or fewer)	
Coaching goals Besides this certification, describe your top two **personal development** goals in coaching. (150 words or fewer)	

Section I-B: Agile Coaching Experience

Purpose: Applying to the coaching program requires demonstrating experience in Agile coaching while working with multiple teams and/or related groups (e.g., team and program or multiple team coordination) (CTC) or multiple levels (e.g. team, program, leadership, executive, departmental and enterprise) across multiple organizations (within one company or across multiple companies) (CEC).

<mark>*Your official role in the engagement is less important than how the learning helped you grow as a coach.*</mark>
<mark>*Note this is asking for **coaching experience**, which does not include*</mark>
- <mark>*training and preparation of training*</mark>
- <mark>*consulting work for the client*</mark>

You help us understand your experience when you **focus on coaching**, and on **what you learned in the engagement** rather than what the client achieved due to your support.

Qualification requires a minimum of 1,000 hours of coaching experience over the past two (2) years with at least two organizations, departments, or programs (CTC) or 2,000 hours *and a minimum of three (3) years (CEC)*. Additional hours, diversity, and sustained client relationships can be listed to demonstrate breadth and depth of experience.

Note on estimating coaching hours:
- ***For external coaching consultants***, *calculate hours of consulting services provided to your clients. If hourly coaching data is not available, use average hours per day multiplied by the number of days.*
- ***For internal coach employees***, *whether dedicated to Agile coaching or sharing another role in the organization, use the total number of hours actively engaged with the organization in an Agile coaching capacity. Calculate this as a percentage of your job responsibilities serving in the Agile coaching role.*

Note on organization names: If you are contractually restricted from listing the name of your client(s), just provide a brief descriptive term, such as Large Financial Client, Stealth Start-Up, Government Agency, etc. If the reviewers desire validation of experience, they will contact you directly for more information without violating privacy.

Agile Coaching Experience

Provide a summary list of brief descriptions of your Agile coaching engagements, the total representing a minimum of 2 years and 1,000 hours (CTC), or 3 years, 2000 hours (CEC). Additional experience from up to 5 years prior may be included for an additional perspective of your coaching experience. For each engagement, fill out a row in the table below. For coaches who work within large companies, consider multiple divisions, business units, or other company substructures as separate organizations (and thus as separate rows in the table). Add more rows to the table as needed.

Date range (List most recent first.)	Estimated coaching hours	Number of teams coached	Organization name *Write a brief description of your coaching focus within this organization.* (Each description cell is limited to 100 words or fewer.)
TOTAL HOURS			**A minimum of 1,000 hours within the past 2 years (CTC) or 2,000h, 3 years (CEC) is required.**

Section I-C: Coaching Education

Purpose: Applying to the coaching program requires demonstration of a journey of learning through education, mentorship, and collaboration in coaching and related activities.

Note: *There is no specific number of classes, mentorship relationships, community events, coaching tools, techniques, and frameworks that you must meet to qualify for the guide level certification programs. However, you must demonstrate a journey of learning, engagement, understanding, and practice across all dimensions to qualify. Thus you may have less experience in one dimension that can be compensated for through more experience in another dimension; however, you cannot completely lack any dimension. Reviewers expect to see an active learning journey over the past two (2) to five (5) years.*

Formal Coaching Education

List up to ten (10) formal education activities that have contributed significantly to your coaching journey. This includes a wide range of courses and workshops on topics including facilitation, leadership, consulting, coaching, process, tools, techniques, frameworks, and other related activities that **have influenced your coaching practice**. Formal education counts, whether or not it was related to a degree. Your list may include training and/or certification from any recognized institution. For partial or full degrees, provide a summary. Add more rows to the table as needed, up to your top ten (10) experiences.

Education date range (List most recent first.)	**Education title, trainer, description, and impact on your coaching** (Each row response is limited to 100 words or fewer.)

Informal Coaching Learning

List up to ten (10) significant examples of informal learning or topics you have studied that have impacted your coaching approach or philosophy. **Summarize the impact each has had on your coaching**. Some examples may include books, videos, courses, in-person or virtual training, etc. Add more rows to the table as needed, up to top ten (10) experiences.

Informal Learning OR topic of study	**Summarize the impact of this book or topic on your coaching approach or philosophy.** (Each row response is limited to 200 words or fewer.)

Section I-D: Mentoring

<u>Being Mentored</u>

List your coach mentorship and significant collaboration activities in which you DEVELOPED a skill or technique or RECEIVED guidance for your coaching approach and mindset. Mentors do not need to be Scrum Alliance Certified Agile Coaches (CTC/CECs); they may be any respected and experienced leader from whom you have gained significant learning. A significant and collaborative mentoring/advisory relationship is on-going (at least six months), focusing on your professional growth where you both learn. It does not, however, require a formal goal or structure. Add more rows to the table as needed, up to seven (7). *NOTE: Mentoring should be related to your professional and personal development, not mentoring related to completing this application.*

Mentor or collaboration date range (List most recent first.)	Mentor/collaborator name, focus, intensity, and impact on your coaching (Each row response is limited to 100 words or fewer.)

<u>Mentoring Others</u>

List your significant collaborative mentoring, advisory activities - where you are mentoring, advising other individuals to increase their competency or in development of a specific goal. A significant and collaborative mentoring/advisory relationship is on-going (at least six months), focusing on professional growth where you both learn. Add more rows to the table, up to seven (7) as needed.

Date Range (most recent first)	Agile Mentee/Advisee, Relationship Focus, Estimated Hours Invested and Result (each row response is limited to 100 words or less)

Section I-E: Agile Community Engagement and Leadership
Purpose

<mark>CTC and CEC are guide-level certifications. Certified Agile Coaches are recognised in the local and global community as guides, thought-leaders, contributors, catalysts, and leaders. Applicants</mark> *must demonstrate active engagement with AND contribution to the Agile community over a minimum of two (2) years. Participation includes engagement in Agile user groups, gatherings, retreats, camps, and conferences. Contribution includes writing, publishing, reviewing, presenting, facilitating, training, mentoring, organizing, and leading Agile events (e.g., user groups, gatherings, sessions, retreats, camps, clinics, and conferences). Diversity in global and local engagement, as well as a diversity of responsibilities, is recognized.* <mark>We are looking for a journey of growth, learning and increased interaction rather than specific criteria (you don't need to have delivered keynote speeches or collected thousands of followers on social media). We want to understand that, aside from your paid work that it's important and meaningful to you to contribute to the Agile community and body of expertise.</mark>

There is not a specific number of activities required. Rather, you must demonstrate active participation and leadership across all categories during the last two (2) to five (5) years. Future events may also be listed if you are registered to attend, selected to speak or publish, or will assist in the leadership of the event.

Agile Community Participation and Leadership
List community events (user groups, gatherings, retreats, camps, conferences, etc.) you have attended that were most meaningful to you. For each, describe your involvement and any contributions you made that provided value to the Agile community (presentations, facilitation, writing). Place emphasis on events to which you made a contribution. Add more rows to the table as needed.

| Event/Contribution date
(List most recent first.) | Event, involvement or contribution, leadership, your role and responsibilities, hours
(Each row response is limited to 50 words or fewer.) |
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Section I-F: Coaching Tools, Techniques, and Frameworks

Purpose: Applying to the certified coaching program requires the awareness, understanding, implementation, and development of tools, techniques, and frameworks while engaged with organizations. Coaching tools, techniques, and frameworks may include assessments, surveys, retrospective or review techniques, build/integrate/deploy systems, lean tools and techniques, scaling frameworks, metrics, organizational or leadership models, etc.

Coaching Tools, Techniques, or Frameworks

List five (5) coaching tools, techniques, or frameworks that you have used in one or more client engagements. Each of the five examples must apply to a different organizational focus (identified by row, plus one of your choosing). Choose <u>one (1)</u> tool per row. Please provide the details requested regarding amount of experience and reasons for using that tool.

Focus	Tool, technique, or framework	Brief description of one tool, technique, or framework per row. How much have you used the tool, technique, or framework? Why do you leverage the tool, technique, or framework in your coaching? (Each row response is limited to 100 words or fewer.)
Team maturation		
Large-group facilitation		
Multiteam coordination		
Organization		
Leadership		
Other (your choice)		

Note: *There is no specific number of education classes, mentorship relationships, community events, coaching tools, techniques, and frameworks that you must meet to qualify for the guide level certification programs. However, you must demonstrate a journey of learning, engagement, understanding, and practice across all dimensions to qualify. Thus you may have less experience in one dimension that can be compensated for through more experience in another dimension; however, some level of skill must be demonstrated on every dimension.*

Section I-G: Additional Perspective and Feedback

Purpose: *To provide a freeform opportunity to share any additional dimensions of your coaching journey (learning, experience, or community involvement) you feel would be important for the review team to understand.*

Coaching Application – Part I Feedback

If you were to add, change, or remove one question in Part I, what would it be and why?
(Response is limited to 100 words.)

Additional Coaching Perspective

If you feel that the space above did not provide you with an opportunity to demonstrate a dimension of yourself that would be important to share, use the space below to include it. Expand the space as needed.

==THIS IS THE END OF THE CTC/CEC APPLICATION PART I. DO NOT CONTINUE WITH PART II UNTIL YOU HAVE BEEN APPROVED TO DO SO.==

When you have completed Part I of the application, send an email to coachingcertification@scrumalliance.org for review and acceptance of meeting the prerequisites.