



COMENSA

COACHES AND MENTORS OF SOUTH AFRICA

REGISTERED

COACH

Instructions

Documentation required with your submission

The following documentation/information is to accompany your submission and a checklist has been provided on the application form to assist you.

All attached documents are to be titled with your name and a description of the contents. **Example:**

Jones,Sue, Training Log

Or **Jones,Sue, ID**

1. Training Log

In order to qualify for credentialing, documentary evidence of training hours is to be supplied. The requirements for each level are as follows:

Credentialed Practitioner:	60 Hours
Senior Practitioner	120 Hours
Master Practitioner	200 Hours

2. Training Certificates

Provide details of your coach specific training together with supporting documentary evidence

3. References from 3 clients

The Testimonial Template provided can be used for this purpose. If you already have references they may be submitted but must contain the following information

The dates during which coached

Name of client

Job title

Contact number

Comments of their experience

4. Client Coaching Hours Log

A guideline has been supplied with this application in order to assist you.

5. A Certified Copy of your ID

6. The completed SAQA information sheet

As a Professional Body we are required to supply SAQA with details of our credentialed members. Please complete the form provided for this purpose

7. Proof of payment (or details of date on which funds were transferred)

8. Copies of certificates of qualification

9. Include a 250 written essay to cover the two areas in the BSF, namely:

a. Please write a 250 word explanation of how you have encountered Diversity in coaching, the context (who what when where How) and how you dealt with the issues at hand.

b. Write a 250 essay on the subject of my Personal growth and development and creating growth for my life into the future.

Completion of Application Form

Once all of the relevant documentation has been compiled, the application form can be completed. This document is a fillable form and can be completed digitally after downloading.

Please note that your answers to the questions on the form will be regarded as the equivalent to your signature.

Once you have completed the form please save the document with the following file name:

"Date, Your name, CRE Application". **Example: "160219, Jones, Sue, CRE Application"**

When you have saved the form send it, together with all of the accompanying documentation to credential@comensa.org.za. Make the subject line of your e-mail "Date, Name, Credential,"

Example: 160219, Jones, Sue, Credential

Confirmation of Application

On receipt of payment and application, your documents will be checked by our administration team to ensure that all of the required information has been received correctly.

Those who have applied for a live evaluation will then be informed of the dates and times of the evaluation together with the names and contact details of the appointed Evaluators. Skype evaluations and Audio submissions will be contacted for appropriate arrangements to be made with Evaluators. Here both the coachee and coach's faces must be visible.

Once again, any queries which you may have can be addressed to credential@comensa.org.za or to our admin staff at 021 035 1777 who will always be happy to answer any concerns which you may have.

The applicants who have received Credentialed Status to date have all agreed that the process is rigorous, fair and, most of all, an enjoyable learning experience. The evaluations are a great way to share and learn from each other. We really look forward to meeting you and joining together to form a solid profession of coaching in South Africa.