

**Document Check List:**

	Document Name:	Action:	Status: eg Started... Done...	Ready to submit:
1.	COMENSA applicant briefing document.pdf	Read		
2.	COM-CRE-009 Rev 1.0 Coaching Behavioural Standards Framework.pdf	Read		
3.	COM-CRE-010 Rev 1.0 The Rights of the Applicant Coach for Credentialing.pdf	Read		
4.	COM-CRE-012 Rev 1.0 Comensa Coaching Log Guidelines.pdf	Read		
5.	COMENSA Coaching log.xls	Fill out		
6.	COM-CRE-011 Rev 1.0 Testimonial Template.docx References from 3 clients must include the following: The dates during which coached (Start – end) Name of client Job title Contact number Comments of their experience	Fill out x 3		
7.	COM-CRE-016 Rev 1.0 CRE Application Instructions.pdf (documentation instructions) These documents are <b>NOT</b> needed as the course your completed included this and has been verified by Comensa: <ul style="list-style-type: none"> <li>• Diversity Essay (self-management)</li> <li>• Ethics Essay</li> <li>• Proof of Payment: With Impact will provide this</li> <li>• Training Log: Not necessary as your certificate states more than 60 hrs</li> </ul>	Read		
8.	6a COMENSA Coach Applicant Self Reflection Form.docx This is the form you complete after your evaluation	Fill out		
9.	Personal Development Plan Tmeplate.docx (PDP)	Fill out		
10.	SAQA Form Requirements.docx (Comensa Submits this to SAQA with the credentialling status, to make it official)	Fill Out		
11.	COM-CRE-007 Rev 1.0 Credentialing Application.pdf	Fill out		
12.	Certified copy of your ID			
13.	Coach Training certificate copy - no other certificates needed			

**NOTE:** How to save/name your documents: Surname, Name, document name

Strydom, Amanda, Certified ID.pdf

**\*\***All documents to be submitted to your Main Evaluator. With Impact submits to COMENSA on your behalf as they have other documents to complete and submit.