

Process Check List:

1.	With Impact: After your payment has been received, Amanda Registers you with COMENSA and you receive a student membership certificate form COMENSA. You are also registered on this mini course to guide you through your journey.	
2.	<p>You: start your documentation:</p> <ul style="list-style-type: none"> ○ Complete your summary of coaching hours. No more than 15 hrs Pro-Bono. Bartering or swapping coaching for something other than money is also considered paid hours. A summary means: one line per client with a start date and an end date. You indicate how many coaching sessions were completed during this time by entering the number in the paid or pro-bono column. You need a total of 150 hours ○ Fill in forms that require your personal details like the Saqa form: This is your personal info for your credentialing to be registered with Saqa: 	
3.	With Impact: A WhatsApp group will be setup with you and the two Evaluators. Note: One of the Evaluators will be your client for coaching, during your evaluation.	
4.	Note: DO NOT worry too much about the behaviours listed in the COMENSA documentation regarding what is evaluated. Your mentoring session will clarify and simplify everything. Read through it for a basic overview.	
5.	You: Once you are familiar with the COMENSA way from reading the documentation and completing the Ethics lesson in this course, let us know on the WhatsApp group and Amanda will send a COMENSA link to complete the COMENSA online quiz. You need to get 70% to book your evaluation. COMENSA allows 2 attempts. This can take place before or after your mentoring, but must be passed before evaluation can take place. There are a couple of trick questions, but nothing you have never heard of; just high standards of ethics, so make sure you have gone through the ethics lesson.	
6.	You: once you have completed the COMENSA quiz, notify us on the WhatsApp group, so we can follow up with COMENSA for the results. A 70% pass is needed before evaluation can take place.	
7.	You: When your coaching log is <i>completed</i> with 150 hours and most of your documentation is filled out, book your Mentoring session. Arrange this by suggesting 3 appointment times for <i>1 hour</i> on the WhatsApp group. Your Mentoring session will be confirmed by sending you a zoom appointment and link.	
8.	You: As soon as your Mentoring is booked, book your Evaluation to be within about one week of your mentoring session. This ensures everything is fresh in your mind and you are at your best. You can use the WhatsApp group to book your Evaluation. Suggest 3 times when you are available for <i>1.5 hours</i> .	
9.	With Impact: After you have finished your coaching during your Evaluation, the evaluators will discuss every point and announce if you were found "proficient" or Not Proficient". No marks or percentages are given, you just need to be proficient in most of the points being evaluated. The evaluators will also provide you with some growth points for your own further development.	
10.	You: Complete your own evaluation of your coaching & evaluation session and growth points, one pager, and email all your documentation to your main Evaluator in one email.	
	Every file must be saved/names specifically. It must start with your Surname, then your first name and then the file name; e.g. Strydom Amanda - evaluation form.pdf	
11.	With Impact: The evaluators liaise and prepare their documentation and go through all of the documentation you submitted. - this can take up to 1 month.	
12.	With Impact: The main evaluator submits all documentation required to COMENSA.	
13.	COMENSA: Complete verification and official awarding of credentialing. COMENSA emails you your membership certificate and logos relevant to your credentialing. This can take up to one month.	