



Requirements for Coaching Session Recording and Written Transcript

At Coaching4Today'sLeaders and Coaching4Clergy, we require the same format for session recordings and written transcripts as the International Coach Federation to keep consistency.

The file of the coaching session that is submitted for graduation must be:

- Of a complete coaching session (not edited) lasting between 20 and 60 minutes.
- From an actual coaching session between you and a paid or pro bono client (not part of coach training). The client may not be a coach unless they are a regular client.
- In one part. Multiple files for one coaching session will not be accepted.
- In MP3 or WMA formats. Video files and other formats will not be accepted.
- 95 megabytes or less. Use a lower bit rate to decrease file size, if needed.

Recordings may be emailed or shared through Google Drive or Dropbox.

The requirements for the written transcript of the coaching session are as follows:

- Transcript(s) must be a verbatim, written word-for-word record of the coaching session(s) submitted.
- The transcript must indicate who is speaking—the coach or the client—at any time in the conversation. The transcript must list the coach's statements and the client's statements on separate lines.
- The transcript must include timestamps at every change in speaker (coach and client).
- Transcripts need to be in the same language used in your recording. If ICF does not offer a performance evaluation in your language, you will need to submit a transcript with the language used in your recording and with an English translation of the transcript. (The ICF currently accepts the following languages: English, French, German, Hungarian, Italian, Polish, Spanish and Swedish.)
- Transcript must be provided in .DOC, .DOCX or similar word processing file format. Transcripts provided in PDF format cannot be accepted.

Please see the sample written transcript in the graduation packet.