

Sherpa Executive Coaching Credentialing and Certification

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Executive coaching is a rapidly growing field which requires:

- A clear, widely understood definition of scope,
- competent, well-trained practitioners and
- universal standards for practice.

Executive coaching is a process of facilitation, detailed and clearly documented, that creates positive change in business behavior. An **executive coach** is an expert facilitator who works one-on-one, meeting frequently with an executive or senior manager to create positive changes in business behavior within a fixed time frame.

The Sherpa process for coaching is a detailed, open-source set of practices and standards that directs the activities of an executive coach. This process creates the only comprehensive rational / technical foundation for the coaching profession.

The Sherpa Coaching certification is designed to bring process, clarity and competence to executive coaching.

The certifying body is Sherpa Coaching LLC in Cincinnati, Ohio, a woman-owned minority business enterprise (MBE) founded by Brenda Corbett and Judith Coleman, authors of "The Sherpa Guide: Process-Driven Executive Coaching" © Thomson-2005. This book is the basis for instruction that leads to Sherpa certification.

In the copyright notice published by Thomson in "The Sherpa Guide", the authors have reserved all rights to teach publicly-offered courses which use content from the book.

Who should attain Sherpa certification?

- Consultants and others adding coaching to their repertoire.
- Practicing coaches who want to raise the standards of the profession.
- Coaches who need a crisp, precise process that ensures repeatable success.
- Coaches who value the increased marketability offered by a meaningful certification.
- HR and employee relations specialists who want to enhance their career.
- Training professionals who'd like to create or enhance an internal coaching program.

Distinguishing characteristics of Sherpa Coaching Certification

Credible: Offered by colleges and universities with author oversight. The only process endorsed by multiple universities, eight in all.

Clear: Detailed, based on a clearly defined and widely available methodology.

Consistent: Uses a single, universal, flexible resource set for all executive coaching.

Polished: Attractive client materials from a major publisher.

Precise: Business focused, with no overlap with counseling and therapy.

Principled: Managed by coaching professionals with the industry's best interest at heart.

Certified Sherpa Coach (CSC) Credentials

Instruction that leads to Certified Sherpa Coach status is based on the book: "The Sherpa Guide: Process-Driven Executive Coaching" © Thomson-2005. Certification classes are conducted by one or more the book's authors, or by Certified Sherpa Educators who have studied extensively with the authors.

The status of Certified Sherpa Coach (CSC) is earned by successful completion of 60 hours classroom time, conducted by Sherpa Coaching LLC or a college, university or trade association, authorized by and working in partnership with Sherpa Coaching LLC. Attendance and participation standards must be met, and examinations and assignments successfully completed to earn CSC certification. Completion of a practicum coaching engagement is also required, which includes weekly telephone consultation with a Certified Practicum Instructor and filing of weekly meeting summaries.

A Certified Sherpa Coach (CSC) reflects the highest standards in the coaching industry. CSC's are identified as experts in the principles and practice of executive coaching. CSC certification enhances credibility in the coaching and consulting community.

A Certified Sherpa Coach is entitled to use the initials CSC and the title "Certified Sherpa Coach" in business communications and promotion. Active CSC status also entitles coaches to use the Sherpa logo in their promotional materials.



Sherpa Coaching LLC, Cincinnati, Ohio, holds copyright to these terms and designations.

The CSC certification is valid for a limited time, and can be renewed. Requirements for certification and renewal may be changed at the discretion of Sherpa Coaching LLC.

Benefits of Certification and Recertification

- A credible, recognized certification attesting to rigorous training and a sound process.
- Professional certification with a university brand name.
- Invitations to an annual conference, training and special events.
- CSC membership card, access to private forums, and a web directory listing.

Graduates of a Sherpa Executive Coaching Certification will always be able to say: I am an executive coach, trained in the Sherpa process at (name of school). Those who maintain their certification can also say: "I am a Certified Sherpa Coach."

Publicly Offered Programs

Since 2005, Sherpa Coaching Certification classes have been offered publicly at major universities. Current programs include those at Miami University (Ohio), Texas Christian and the University of Georgia. The certification has additionally been offered, and coaches certified at Penn State, Kent State, University of Louisville, University of Cincinnati and Xavier University. Additional classes have been certified through privately offered and corporate programs.

Application, enrollment and attendance:

- The sponsoring university posts a syllabus with schedules, course content, completion requirements and application deadlines.
- Each university sets their own admission requirements.
- Approved students are accepted in order of application, up to class size limits, and make payment to the sponsoring institution.

CSC Recertification

Recertification ensures that the CSC credential will be the mark of a successfully practicing, highly trained executive coach. Each year by July 1st, practicing CSC's will renew their certification.

Certification renewals will be processed through Sherpa Coaching LLC. CSC's who have changed their address will need to contact Sherpa Coaching by the time their renewal is due or notify Sherpa Coaching when their address or employment changes.

Annual Renewal:

To maintain active CSC status, CSC's will either:

1. File a log of coaching experience with three or more clients: (1-2 pages per client)
 - a. Dates and lengths of sessions.
 - b. Documentation of how the Sherpa process was used. This might include :
 - i. the way the six phases of the Sherpa process were followed
 - ii. path and tools used, results achieved
 - iii. executive contact meetings
 - c. Client contact information (optional, but preferred)

OR:

2. File one case study about a selected coaching client (2-4 pages) , including:
 - a. Description of service delivery (i.e., phone, face-to-face, or a combination.).
 - b. Summary of each session: charas, journal pages used, results.
 - c. Justification of route and path selection.
 - d. Midterm evaluation form (Page 3-4, Sherpa Client Journal)
 - e. A summary of results.

Fees: \$350 US submitted with documentation to Sherpa Coaching, PO Box 417240, Cincinnati, Ohio 45241 or by email to info@sherpacoaching.com

OR:

3. Attend a continuing education conference (admission fee charged) offered annually in June. There is no additional recertification fee for conference attendees.

Coaches who are certified in the first half of a given calendar year do not need to be recertified until July 1 of the following year. Students who are certified in the second half of a calendar year must recertify on or before July 1 of the following year. Since their original certification has been in effect less than one year at the time of their first recertification, they may choose to attend the continuing education conference (fees apply) or recertify by using the reporting method, at no charge.

Certified Sherpa Coaches who let their certification lapse must remove the CSC designation and the Sherpa logo from business cards, letterhead, promotional flyers, websites and other business materials by the first day of August following their failure to recertify. They will also be removed from the online directory of CSC's.

Recertification following a failure to renew will be handled as follows: The CSC must renew by reporting or continuing education, as above. Additionally, a recertification interview will be conducted, at an additional cost to the applicant of \$250 US, payable in advance. This interview will determine whether the applicant demonstrates current use and mastery of the Sherpa process. Recertification will be granted to qualified, practicing coaches at the sole discretion of Sherpa Coaching.

Training and Certification Levels



Sherpa training and certification for executive coaches is offered at six levels:

1. **Internal Sherpa Coach** (ISC)
2. **Certified Sherpa Coach** (CSC)
3. **Certified Skills Trainer** (CST)
4. **Certified Practicum Instructor** (CPI)
5. **Sherpa Leadership Facilitator** (SLF)
6. **Certified Sherpa Educator** (CSE)

With a seventh level offered by invitation only, the status of Master Sherpa Coach

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1. An **Internal Sherpa Coach (ISC)** has successfully completed a customized coaching course designed for a specific organization, with fewer instruction hours than the course offered on university campuses. They have demonstrated understanding and proficient use of the Sherpa Executive Coaching Process, and successfully completed a supported coaching engagement with a practicum client. Completion of a practicum coaching engagement includes weekly telephone consultation with a Certified Practicum Instructor and filing of weekly meeting summaries. Failure to fulfill these requirements will delay or prevent certification. An ISC is qualified to act as a staff coach to employees of the organization that arranged Sherpa training. There are no recertification requirements to maintain ISC status. An ISC can upgrade their status to CSC with a combination of additional training and continuing education. Attendance at the annual recertification conference qualifies an ISC to an immediate upgrade to CSC status.
 2. A **Certified Sherpa Coach (CSC)** has successfully completed an authorized three-month course of study in the Sherpa Coaching process, and is competent in the use of the Sherpa process for executive coaching. In addition to 60 hours in the classroom, with successful completion of homework and examinations, they will have completed a supported coaching engagement with a practicum client. Completion of a practicum coaching engagement includes weekly telephone consultation with a Certified Practicum Instructor and filing of weekly meeting summaries. Failure to fulfill these requirements will delay or prevent certification. A CSC is qualified to coach clients both internally and externally using the Sherpa Executive Process. After an initial certification period, requirements for recertification must be met.
 3. A **Certified Skills Trainer (CST)** has attained CSC status and received additional training, qualifying them to teach the Sherpa Coaching Skills course as a licensee of Sherpa Coaching LLC. They will be entitled to teach the Coaching Skills course in both campus and client-site settings. They will have attended and successfully completed all requirements of the Coaching Skills Trainers' course. Additionally, they will have coached at least five clients using the Sherpa process. A CST must maintain their status as a CSC, but no additional recertification requirements apply. CST's must conduct at least one program per year to maintain their license

4. A **Certified Practicum Instructor (CPI)** has attained CSC status and received additional training, qualifying them to consult with student and certified coaches, helping them guide clients through the Sherpa process. Additionally, a CPI will have coached at least ten clients using the Sherpa process. They will perform their assignments on a project basis as an employee or subcontractor of Sherpa Coaching LLC. A CPI must maintain their status as a CSC, but no additional recertification requirements apply.

5. A Sherpa Leadership Facilitator (SLF) Has earned and maintained CSC and CST status. Based on additional training and payment of related fees, they are granted full licensing to teach/facilitate all Sherpa Leadership Institute programs in client-site or on-premises settings, but not as on-campus or publicly offered programs. They will have attended and successfully completed all requirements of the Coaching Skills Trainer's course (a fundamental component of the SLI sustainability component). Additionally, they will have coached at least five clients using the Sherpa process. An SLF will have to maintain their status by renewing membership yearly and learning new components or revised components of the SLI.

6. A **Certified Sherpa Educator (CSE)** has attained CSC status, and successfully completed an additional course of study with the authors of "The Sherpa Guide: Process-Driven Executive Coaching". A CSE is authorized to teach the Sherpa Coaching process in a program that offers Certified Sherpa Coach (CSC) status to graduates. Additionally, a CSE will have coached at least fifteen clients using the Sherpa process. They will be entitled to work in both university and client-site settings, as either a licensee or as a subcontractor to Sherpa Coaching LLC. A CSE must maintain their status as a CSC, but no additional recertification requirements apply.

7. **Master Sherpa Coach (by invitation only)** Sherpa Coaching LLC reserves the right to invite selected CSC's to participate in further development and collaboration. Invitees will have earned and maintained their CSC status, and coached a minimum of 10 clients successfully. They will have attended and successfully completed all requirements of the Coaching Skills Trainer's course. Must have CPI and SLF certification. Admission to this status is by invitation at the sole discretion of a panel of author / educators at Sherpa Coaching, LLC.

SHERPA EXECUTIVE COACHING MASTERY LEVELS

Mission Statement: To uphold the principles of Sherpa Coaching and adhere to the Sherpa process for the betterment of our clients and the coaching industry.

Mastery Level	Title	Requirements	Minimum Client Experience (Includes PC)	Identified/Recognized By:	Demonstrated Capability	Rights granted
One	Internal Sherpa Coach (ISC)	<ul style="list-style-type: none"> Successfully completed Sherpa Internal Coach Training Taken Practicum Client (PC) through the Sherpa Process Have completed eight or more Practicum Client support sessions with weekly consultation and filing of weekly summary reports. 	1	Internally assigned rights and responsibilities	Understanding and proficient use of the Sherpa Executive Coaching Process.	To act as a staff coach to employees of the organization that arranged Sherpa training.
Two	Certified Sherpa Coach (CSC)	<ul style="list-style-type: none"> Successfully completed the Sherpa Executive Coaching Certification Recertified annually Have completed ten or more Practicum Client support sessions with weekly consultation and filing of weekly summary reports. 	1	Certified Sherpa Executive Coaching credentials	Understanding and proficient use of the Sherpa Executive Coaching Process.	To coach clients both internally and externally using the Sherpa Executive Process.
Three	Certified Skills Trainer (CST)	<ul style="list-style-type: none"> Meet all level Two requirements Attended and have completed all requirements for Coaching Skills Trainers' instruction 	5	Coaching Skills Trainer credentials	Experienced in Sherpa Coaching Prepared to teach Coaching Skills classes	To give Coaching Skills training in both campus and client-site settings.
Four	Certified Practicum Instructor (CPI)	<ul style="list-style-type: none"> Meet all level Two requirements Proven track record of having taken clients through the Sherpa Executive Coaching process Selected and trained by Sherpa Coaching, LLC 	10	Practicum Client Instructor credentials	Able to consult with student and veteran coaches, helping them guide clients through the Sherpa Process.	A staff or subcontractor's position with Sherpa Coaching LLC
Five	Certified Sherpa Educator (CSE)	<ul style="list-style-type: none"> Meet all level Two, Three, and Four requirements Have presented / taught Coaching Skills training three or more times Have worked with ten or more coaches as a CPI Selected and trained by Sherpa Coaching, LLC 	15	Certified Sherpa Coaching Instructor credentials	Able to teach Sherpa Executive Coaching Process to others	To train students for Executive Coaching Certification in a university or client-site setting
Six	Sherpa Leadership Facilitator (SLF)	<ul style="list-style-type: none"> Meet all level two and three requirements Have obtained full licensing from Sherpa Coaching LLC 	5	Sherpa Leadership Institute Facilitator credentials	Mastery of Sherpa Leadership Institute content, judged by assessment or completion of training	To coach / facilitate clients both internally and externally using the Sherpa Leadership Institute curriculum and materials