



International Institute of Project Coaching

Certification Marks;

Master Project Coach™ (MPC)
Professional Project Coach™ (PPC)
Associate Project Coach™ (APC)

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IIPC Certification

The International Institute of Project Coaching certifies project coaches to practice at one of three certification levels that reflect their skills and experience.

- Master Project Coach (MPC)
- Professional Project Coach (PPC)
- Associate Project Coach (APC)

Once one obtains IIPC certification, one is certified to provide advisory services and consultancy in relation to project management, program management, portfolio management, governance, business analysis or organizational change management, commensurate with one's level of experience and certification.

Glossary of Terms

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| IIPC | International Institute of Project Coaching |
| MPC | Master Project Coach (the highest level of certification for project coaching) |
| PPC | Professional Project Coach (the intermediate level of certification for project coaching) |
| APC | Associate Project Coach (the basic level of certification for project coaching) |
| Activity | A grouping of tasks representing work effort |
| Breaches | The conditions that may arise where one or more parties have not met the legal obligations of a contract, where the other party may elect to accept the breach, take action against the breaching party or terminate the contract. The power usually resides in the other party who has not breached the contract conditions. |
| Business Analyst | A liaison among stakeholders in order to understand the structure, policies, and operations of an organization, and to recommend solutions that enable the organization to achieve its goals, BABOK. |
| CBAP | Certified Business Analysis Professional (a certification issued by the IIBA) |
| CCBA | Certification of Competency in Business Analysis (a certification issued by the IIBA) |
| ICF | International Coach Federation |
| IIBA | International Institute of Business Analysis |
| Constraint | A restriction, limitation or boundary that places restraints around project planning or performance. |
| Obligations | Legally binding constraints on all parties to complete their stated responsibilities in a timely manner. The obligations of a contractor may include using appropriate standards according to their profession, to provide expert workmanship in accordance with their qualifications and trade, whereas the obligations on the Principal would include to pay for the goods or services rendered, and to provide access to the area where the work is to be carried out. |
| Organizational Change Manager | A person involved in the management of change at an organizational level such as a Project Sponsor or member of a Project Steering Group. |
| Party | An individual, group or organisation that enters into a legally binding agreement. |
| PMI | Project Management Institute |
| PMP | Project Management Professional (a certification issued by PMI) |
| PgMP | Program Management Professional (a certification issued by PMI) |
| Portfolio | A collection of projects or programs and other work that are grouped together to effectively manage the work and meet strategic business objectives. |
| Portfolio Manager | The person responsible for the management of a portfolio, comprising a collection of projects or programs and other work that are grouped together to effectively manage the work and meet strategic business objectives. |
| Program | A group of related or similar projects, which support a common organizational initiative, PMBOK |
| Program Manager | The person responsible for the management of a program, comprising a group of related or similar projects, which support a common organizational initiative. |
| Project | A temporary endeavour undertaken to create a unique product or service, PMBOK. |
| Project Manager | The person responsible for the management of a project. Someone who formally provides assistance to project team members to foster professional development and improve both quality and performance of projects, in a friendly and |

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| | supportive manner. |
| Project Management | The application of knowledge, skills, tools and techniques, to project activities to meet project requirements. |
| Project Sponsor | The person or group that provides the overall authority for the project's existence and resource allocation (particularly the financial resources). |
| Project Steering Group | A committee or group that oversees a project. The Project Manager reports to, and seeks guidance from, this group. |
| Sub project | A distinct group of activities that comprize their own project which in turn is part of a larger project. |
| Terms and Conditions | Stipulated limits and clauses that define legally-binding acceptable and required behaviours or actions that form part of the contract. |

Regulations for Use of the Certification Marks

The Certification Marks; Associate Project Coach, Professional Project Coach and Master Project Coach are owned by the International Institute of Project Coaching. Use of these Certification Marks is strictly limited to those persons who are properly certified by the IIPC as set forth in this document.

All such authorized users must comply with the following regulations regarding the use of Certification Marks. For the protection of the IIPC and other authorized users, misuse of the Certification Marks or failure to comply with these regulations may result in disqualification to use these Marks.

1. You must use the Certification Mark only in connection with the provision of advisory and consultancy services in relation to project management, program management, portfolio management, governance, business analysis or organizational change management.
2. You must use only the Certification Mark for the level of Certification you have been provided
3. You must not omit part of, or make any alteration to any part of the Certification Mark
4. You must not use the Certification Mark in any way that would lessen its value or cause harm to its reputation or that of the IIPC
5. You must not sub-licence the Certification Mark to another party or transfer your right to use it in any way
6. You must market, advertise, promote and provide your services in accordance with the laws applicable in your country of operation
7. You must adhere to the IIPC Style Guide regarding the use of the Certification Mark.

Complaints Regarding Breaches of Regulations

Any complaint about the misuse of a Certification Mark will be handled solely by the IIPC.

The IIPC shall, upon receipt of a complaint determine whether to investigate the matter. The investigation process will be supervised by a member of the IIPC Board.

The investigation will involve a review of any alleged use of the mark, or representations of the coaching certification promoted by the coach or organization under investigation. Interviews with parties involved and when determined to be appropriate, involvement of IIPC legal counsel shall also participate in the investigation.

If, following the investigation process, the IIPC determines that a user has breached the regulations for use of the Certification Mark, that user and/or their organization may be disqualified from further use of the Certification Mark.

Appeals

Should an applicant for a particular level of certification be denied that certification, they may lodge an appeal. The appeal will be supervised by a member of the IIPC Board and will involve a complete review of all filed certification application paperwork and potential interviews with the appealing applicant, and referees who can attest to the applicants coaching techniques, experiences and successes.

Fees for Use of the Certification Marks

Once a person has been awarded certification, no additional fees are required for use of the Certification Mark for the period in which they are certified (3 years).

Maintenance/Renewal of Certification

Once a person has been awarded certification, they are deemed certified for a period of three (3) years. Ongoing renewal of certification requires ongoing professional activity as outlined for each level of certification.

Amendment of Regulations

The IIPC may have cause to amend the regulations and standards from time to time and reserves the right to do so at its discretion. Any amendment shall not take effect until approved by the Australian Competition and Consumer Commission and advertised by the Registrar in accordance with Section 178 of the Trade Marks Act.

The IIPC shall provide written notification of any and all such amendments to all certified project coaches and members.

Register

The IIPC shall maintain a register of certified project coaches which shall contain:

1. The name, address and contact details of each certified project coach
2. The level of certification obtained
3. The date of initial certification and any subsequent renewals
4. Any other information as deemed necessary by the IIPC for the provision of services to certified coaches
5. Any disputes/appeals registered and upheld by the IIPC Board of Directors

Style and Application

When using these certified marks according to the regulations for the use of certification marks, users must adhere to the IIPC Style Guide.

The Marks

1. APC:

Purple (seal) = #5E1271

Gray (text) = #333333

White (background) = #FFFFFF



2. PPC:

Warm Gray (crest) = #6B6961

Gray (text) = #333333

White (background) = #FFFFFF



3. MPC:

Gold (crest) = #CC9900

Gray (text) = #333333

White (background) = #FFFFFF



Master Project Coach Certification

The description Master Project Coach can be used to describe a sole practitioner, practising under their own name. A Master Project Coach may practice in his or her own name either alone, with other certified coaches of any level or with others who do not hold IIPC certification.

The reputation of the International Institute of Project Coaching depends upon the competence of its individual members and certified coaches. Therefore a Master Project Coach shall comply with high standards of professional expertise and ethical conduct expected by the IIPC, as outlined in its standards and ethics documentation.

A Master Project Coach shall not concurrently engage in any activity which is inconsistent or incompatible with the provision of professional services to his or her clients. An activity would be deemed inconsistent or incompatible if it creates a conflict of interest with existing clients, if it impairs objectivity, integrity or independence in providing professional services to clients or if it impairs the good reputation of the profession.

Professional fees charged to clients should fairly reflect the value of the work performed, taking into account the skills, experience and time of a Master Project Coach.

Criterion

To obtain the level of Master Project Coach, an applicant must provide evidence to show that they:

1. Have at least 10 years of experience as a project manager, program manager, portfolio manager, governance personnel, business analyst or organizational change manager.
2. Have at least 400 hours of project coaching experience with at least 15 different projects.
3. Hold a tertiary level qualification in any of the above disciplines; or be certified as a PMI Project Management Professional (PMP); or PMI Program Management Professional (PgMP); or be an AIPM Registered Project Manager (RPM); or AIPM Master Project Director (MPD); or equivalent; or be an IIBA Certified Business Analysis Professional (CBAP); or hold an International Project Management Association certification; or be a CMI Accredited Change Manager (ACM); or hold a tertiary level qualification in training, coaching, education or counselling.
4. Be willing to adhere to the Institute's Code of Ethics.

Acceptable forms of evidence that may be submitted to support an application shall include, but not be limited to a current resume or CV, certified copies of certificates, qualifications, a coaching log, referee reports, client testimonials or employee performance management reports.

Declaration

The applicant must also complete the following statutory declaration:

I declare that the information provided in this Application, including all evidence provided, is both accurate and factual in all its detail. I agree to provide contact details for those who could validate my application detail if requested.

I believe that I have adequately achieved the criteria requirements for the Master Project Coach™ certification, and I have the knowledge and experience worthy of being certified.

I have read, and agree to abide with, the International Institute of Project Coaching's Code of Ethics.

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| Name: | |
| Date: | |
| Signature: | |
| Witness: | |

Process of Certification

The applicant must submit a completed and signed IIPC MPC application form, along with their portfolio of evidence and the signed statutory declaration and make payment in accordance with the IIPC current schedule of rates for a Master Project Coach certification. The process of certification shall then be:

1. Assessment of presented application by IIPC Director of Coaching or nominee.
2. Two hour interview with IIPC Director of Coaching and a panel nominated by the Director of Coaching, consisting of at least two other certified coaches.
3. Applicant notified of outcome.

Renewal of Certification

Evidence of Continued Professional Development (CPD) required for renewal of certification as a Master Project Coach every three (3) years:

Education:

- At least 35 hours of project coaching training or coaching training of which at least 14 hours must be provided by the IIPC or an IIPC certified training provider; OR
- At least 21 hours of project coaching training or coaching training of which at least 7 hours must be provided by the IIPC or an IIPC certified training provider; AND
- At least 21 hours of education related to maintaining other acceptable certifications. For a complete list of other certifications, please refer to www.iiprojectcoaching.com

Education can be made up of any combination of formal training, attendance at meetings, forums, and webinars.

Experience:

- At least 200 hours of project coaching experience.

Experience can be supported by a coaching log as well as testimonials, referee reports, client testimonials or employee performance management reports.

Professional Project Coach Certification

The description Professional Project Coach can be used to describe a sole practitioner, practising under their own name. A Professional Project Coach may practice in his or her own name either alone, with other certified coaches of any level or with others who do not hold IIPC certification.

The reputation of the International Institute of Project Coaching depends upon the competence of its individual members and certified coaches. Therefore a Professional Project Coach shall comply with high standards of professional expertise and ethical conduct expected by the IIPC, as outlined in its standards and ethics documentation.

A Professional Project Coach shall not concurrently engage in any activity which is inconsistent or incompatible with the provision of professional services to his or her clients. An activity would be deemed inconsistent or incompatible if it creates a conflict of interest with existing clients, if it impairs objectivity, integrity or independence in providing professional services to clients or if it impairs the good reputation of the profession.

Professional fees charged to clients should fairly reflect the value of the work performed, taking into account the skills, experience and time of a Professional Project Coach.

Criterion

To obtain the level of Professional Project Coach, an applicant must provide evidence to show that they:

1. Have at least 5 years of experience as a project manager, program manager, portfolio manager, governance personnel, business analyst or organizational change manager.
2. Have at least 200 hours of project coaching experience with at least 5 different projects
3. Hold a tertiary level qualification in any of the above disciplines; or be certified as a PMI Project Management Professional (PMP); or PMI Program Management Professional (PgMP); or be an AIPM Registered Project Manager (RPM); or AIPM Master Project Director (MPD); or equivalent; or be an IIBA Certified Business Analysis Professional (CBAP); or hold an International Project Management Association certification; or be a CMI Accredited Change Manager (ACM), or hold a tertiary level qualification in training, coaching, education or counselling.
4. Be willing to adhere to the Institute's Code of Ethics.

Acceptable forms of evidence shall include, but not be limited to a current resume or CV, certified copies of certificates, qualifications, a coaching log, referee reports, client testimonials or employee performance management reports.

Declaration

The applicant must also complete the following statutory declaration:

I declare that the information provided in this Application, including all evidence provided, is both accurate and factual in all its detail. I agree to provide contact details for those who could validate my application detail if requested.

I believe that I have adequately achieved the criteria requirements for the Professional Project Coach™ certification, and I have the knowledge and experience worthy of being certified.

I have read, and agree to abide with, the International Institute of Project Coaching's Code of Ethics.

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| Name: | |
| Date: | |
| Signature: | |
| Witness: | |

Process of Certification

The applicant must submit the IIPC PPC application form, along with their portfolio of evidence and signed statutory declaration and make payment. The process of certification shall be:

1. Assessment of presented application by IIPC Director of Coaching or nominee.
2. One hour interview with IIPC Director of Coaching and a panel nominated by the Director of Coaching, consisting of at least one other certified coach.
3. Applicant notified of outcome.

Renewal of Certification

Evidence of Continued Professional Development (CPD) required for renewal of certification as a Professional Project Coach every three (3) years:

Education:

- At least 21 hours of project coaching training or coaching training of which at least 7 hours must be provided by the IIPC or an IIPC certified training provider; OR
- At least 14 hours of project coaching training or coaching training of which at least 3 hours must be provided by the IIPC or an IIPC certified training provider; AND
- At least 14 hours of education related to maintaining other certifications. For a complete list of other certifications, please refer to www.iiprojectcoaching.com

Education can be made up of any combination of formal training, attendance at meetings, forums, and webinars.

Experience:

- At least 150 hours of project coaching experience.

Experience can be supported by a coaching log as well as testimonials, referee reports, client testimonials or employee performance management reports.

Associate Project Coach Certification

Criterion

The description Associate Project Coach can be used to describe a sole practitioner, practising under their own name. An Associate Project Coach may practice in his or her own name either alone, with other certified coaches of any level or with others who do not hold IIPC certification.

The reputation of the International Institute of Project Coaching depends upon the competence of its individual members and certified coaches. Therefore an Associate Project Coach shall comply with high standards of professional expertise and ethical conduct expected by the IIPC, as outlined in its standards and ethics documentation.

An Associate Project Coach shall not concurrently engage in any activity which is inconsistent or incompatible with the provision of professional services to his or her clients. An activity would be deemed inconsistent or incompatible if it creates a conflict of interest with existing clients, if it impairs objectivity, integrity or independence in providing professional services to clients or if it impairs the good reputation of the profession.

Professional fees charged to clients should fairly reflect the value of the work performed, taking into account the skills, experience and time of an Associate Project Coach.

To obtain the level of Associate Project Coach, an applicant must provide evidence to show that they:

1. Have at least 2 years of experience as a project manager, program manager, portfolio manager, governance personnel, business analyst or organizational change manager.
2. Have completed basic training or certification in project management, business analysis or organizational change management; or be a PMI Certified Associate Project Management (CAPM); or AIPM Qualified Project Practitioner (QPP); or Prince2 Foundation Practitioner; or equivalent; or be an IIBA CCBA, or have completed basic training in training, coaching, education, or counselling; or ICF Associate Certified Coach (ACC); or equivalent.
3. Have at least 80 hours of project coaching experience with at least 3 different projects
4. Be willing to adhere to the Institute's Code of Ethics.

Acceptable forms of evidence shall include, but not be limited to a current resume or CV, certified copies of certificates, qualifications, a coaching log, referee reports, client testimonials or employee performance management reports.

Declaration

The applicant must also complete the following statutory declaration:

I declare that the information provided in this Application, including all evidence provided, is both accurate and factual in all its detail. I agree to provide contact details for those who could validate my application detail if requested.

I believe that I have adequately achieved the criteria requirements for the Associate Project Coach™ certification, and I have the knowledge and experience worthy of being certified.

I have read, and agree to abide with, the International Institute of Project Coaching's Code of Ethics.

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| Name: | |
| Date: | |
| Signature: | |
| Witness: | |

Process of Certification

The applicant must submit the IIPC APC application form, along with their portfolio of evidence and signed statutory declaration and make payment. The process of certification shall be:

1. Assessment of presented application by IIPC Director of Coaching or nominee.
2. Applicant notified of outcome.

Renewal of Certification

Evidence of Continued Professional Development (CPD) required for renewal of certification as a Associate Project Coach every three (3) years:

Education:

- At least 14 hours of project coaching training or coaching training of which at least 4 hours must be provided by the IIPC or an IIPC certified training provider; OR
- At least 7 hours of project coaching training or coaching training of which at least 4 hours must be provided by the IIPC or an IIPC certified training provider; OR
- At least 7 hours of education related to maintaining other certifications. For a complete list of other certifications, please refer to www.iiprojectcoaching.com

Education can be made up of any combination of formal training, attendance at meetings, forums, and webinars.

Experience:

- At least 120 hours of project coaching experience.

Experience can be supported by a coaching log as well as testimonials, referee reports, client testimonials or employee performance management reports.