

BECOME A COACH WITH FLATTER INC.'s COACHING CULTURE FACILITATOR COURSE (CCFC)

WHAT DOES IT MEAN TO BECOME A COACH?

“For many, coaching is a life-changing experience that dramatically improves their outlook on work and life while improving leadership skills. Coaching helps people tap into their potential, unlocking sources of creativity and productivity. As a professional coach, you will have an opportunity to create positive change and achieve extraordinary results with your clients.” – International Coaching Federation (ICF)

OVERVIEW: The Flatter Inc. Coaching Culture Facilitator Course (CCFC) is a 16-week, 80-hours, Associate-level, ICF accredited virtual training program designed to transform leaders into professional coaches that can shape the coaching culture of their organizations. The course includes 30 hours of coaching experience and 10 hours of mentor coaching. Upon completion, graduates will be eligible to coach within the DAF and be only 100 coaching hours away from qualifying to take the ICF Associate Certified Coach (ACC) test.

ELIGIBLE RANKS: E-6 through E-9, O-3 through O-9, GS-09 through SES

COACHING TYPE: Training for One-on-One coaching

FUNDING AUTHORITY: HAF for nominative seats / Units for additional seats

LICENSING: N/A

ADDITIONAL FEATURES:

- ❖ 100% virtual training
- ❖ Expert Facilitators
- ❖ Gain coaching experience
- ❖ Collaborative group activities
- ❖ Upon completion, military members receive an SEI: Enlisted (SEI: 1LC), Officers (SEI: L1)

REQUIREMENTS:

- ❖ Members applying for CCFC must sign a 2-year service commitment before completing the course to ensure they will provide coaching services for the DAF. The 2-year service commitment starts on the first day of the first DAF cadre cohort after CCFC.
- ❖ Time commitment: Tuesdays, Wednesdays, and Thursdays 1000 – 1200 EST for 16 weeks.
- ❖ CCFC graduates must coach at least **36 hours and/or 48 sessions, and 6 clients in 2 years.**
- ❖ Coaches will track their hours and clients in the Coaching Access Database (CAD).

HOW TO APPLY:

1. HAF & AETC determine targeted ranks based on the limited class seats.
2. AETC sends out MyVector message for targeted ranks to apply for the February or August course.
3. Interested applicants submit application and required documents via MyVector and route for endorsement.
4. AETC hosts centralized board to select members to attend CCFC.

KEY DATES:

Class Dates	Targeted Ranks	Application & Endorsement Window	Board Dates	Selection Notification
6 Feb 2024 – 23 May 2024	GS-13, GS-14, O-5, TSgt, MSgt	5 Sep 2023 – 27 Oct 2023	6 Nov 2023 – 1 Dec 2023	8 Jan 2024
6 Aug 2024 – 21 Nov 2024	GS-15, O-6, SMSgt, CMSgt	5 Sep 2023 – 27 Oct 2023	6 Nov 2023 – 1 Dec 2023	8 Jan 2024

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FLATTER INC. DIGITAL BADGING EARNED DURING CCFC



The earner of this badge is able to demonstrate ICF core competencies which are taught through experiential learning of coaching tools, ethics, and case studies. In these 30 hours of dynamic leadership coach training, the coach practiced coaching and implemented their skills in real-world scenarios. Coaches who have earned this badge have experienced practical and systemic learning –gaining the knowledge, skills, abilities, and experiences to enhance their coaching practice.



The earner of this badge is able to demonstrate ICF core competencies which are taught through experiential learning of coaching tools, ethics, and case studies. In these 60 hours of dynamic leadership coach training, the coach practiced coaching and implemented their skills in real-world scenarios. Coaches who have earned this badge have experienced practical and systemic learning –gaining the knowledge, skills, abilities, and experiences to enhance their coaching practice.



The earner of this badge has acquired the 10 hours of Mentor-Coaching required to obtain or sustain an ICF Coaching Credential from an ICF-Credentialed Instructor (PCC or MCC). Per ICF requirements, conducted over 10, 1-hour sessions scheduled across a minimum of 12 weeks from start to finish with no more than 10 students per group. Earner gained professional assistance in achieving and demonstrating the coaching competency and capability demanded by the desired credential level.

COACHING TRACKS

These coaching paces were developed to give CCFC graduates an idea of how to obtain their DAF coaching commitment of **36 hours and/or 48 sessions, and 6 clients over a 2-year period**. Any iteration of the two DAF paths can be used for coaches to successfully meet these requirements. CCFC grads interested in obtaining an ICF certification in 2 years may also choose the ICF pace to meet all of the requirements to obtain an Associate Certified Coach (ACC) certification.

Feb 2024 - May 2024 CCFC Graduates Commitment Pace #1					
DAF Cohort	Month	Clients	Number of Sessions per month	Session Length (minutes)	Coaching (hours)
8 July 24 - 28 Oct 24	1	1	2	45	1.5
	2		2	45	1.5
	3		2	45	1.5
	4		2	45	1.5
28 Oct 24 - 17 Feb 25	5	1	2	45	1.5
	6		2	45	1.5
	7		2	45	1.5
	8		2	45	1.5
17 Feb 25 - 9 Jun 24	9	1	2	45	1.5
	10		2	45	1.5
	11		2	45	1.5
	12		2	45	1.5
7 July 25 - 27 Oct 25	13	1	2	45	1.5
	14		2	45	1.5
	15		2	45	1.5
	16		2	45	1.5
27 Oct 25 - 16 Feb 26	17	1	2	45	1.5
	18		2	45	1.5
	19		2	45	1.5
	20		2	45	1.5
16 Feb 26 - 8 Jun 25	21	1	2	45	1.5
	22		2	45	1.5
	23		2	45	1.5
	24		2	45	1.5
		6	48	36	

Feb 2024 - May 2024 CCFC Graduates Commitment Pace #2					
DAF Cohort	Month	Clients	Number of Sessions per month	Session Length (minutes)	Coaching (hours)
8 July 24 - 28 Oct 24	1	2	4	45	3
	2		4	45	3
	3		4	45	3
	4		4	45	3
28 Oct 24 - 17 Feb 25	5	0	0	0	0
	6		0	0	0
	7		0	0	0
	8		0	0	0
17 Feb 25 - 9 Jun 24	9	2	4	45	3
	10		4	45	3
	11		4	45	3
	12		4	45	3
7 July 25 - 27 Oct 25	13	0	0	0	0
	14		0	0	0
	15		0	0	0
	16		0	0	0
27 Oct 25 - 16 Feb 26	17	2	4	45	3
	18		4	45	3
	19		4	45	3
	20		4	45	3
16 Feb 26 - 8 Jun 25	21	0	0	0	0
	22		0	0	0
	23		0	0	0
	24		0	0	0
		6	48	36	

Feb 2024 - May 2024 CCFC Graduates ICF Certification Pace					
DAF Cohort	Month	Clients	Number of Sessions per month	Session Length (minutes)	Coaching hours
8 July 24 - 28 Oct 24	1	2	4	45	3
	2		4	45	3
	3		4	45	3
	4		4	45	3
28 Oct 24 - 17 Feb 25	5	3	6	45	4.5
	6		6	45	4.5
	7		6	45	4.5
	8		6	45	4.5
17 Feb 25 - 9 Jun 24	9	3	6	45	4.5
	10		6	45	4.5
	11		6	45	4.5
	12		6	45	4.5
7 July 25 - 27 Oct 25	13	3	6	45	4.5
	14		6	45	4.5
	15		6	45	4.5
	16		6	45	4.5
27 Oct 25 - 16 Feb 26	17	3	6	45	4.5
	18		6	45	4.5
	19		6	45	4.5
	20		6	45	4.5
16 Feb 26 - 8 Jun 25	21	3	6	45	4.5
	22		6	45	4.5
	23		6	45	4.5
	24		6	45	4.5
		17	136	102	

INTERNATIONAL COACHING FEDERATION (ICF) CERTIFICATIONS

COACH TRAINING:

To qualify for an Associate Certified Coach (ACC) credential from the International Coaching Federation (ICF), you need to complete a minimum of 60 hours of coach-specific training that meets ICF standards. After training, members are credentialed to start coaching.

ASSOCIATE CERTIFIED COACH (ACC):

Training Requirement: Complete a minimum of 60 hours of coach-specific training that meets ICF standards, including at least 48 hours of Core Competency training.

Coaching Hours / Clients: A minimum of 100 hours of coaching experience and at least 8 clients.

Test Requirement: Successfully complete the Coach Knowledge Assessment (CKA).

PROFESSIONAL CERTIFIED COACH (PCC):

Training Requirement: Complete a minimum of 125 hours of coach-specific training that meets ICF standards, including at least 100 hours of Core Competency training.

Coaching Hours / Clients: A minimum of 500 hours of coaching experience, with at least 450 hours being paid coaching hours and at least 25 clients.

Test Requirement: Successfully complete the Coach Knowledge Assessment (CKA), if not previously completed.

MASTER CERTIFIED COACH (MCC):

Training Requirement: Complete a minimum of 200 hours of coach-specific training that meets ICF standards, including at least 150 hours of Core Competency training.

Coaching Hours / Clients: A minimum of 2,500 hours of coaching experience, with at least 2,250 hours being paid coaching hours and at least 35 clients.

Test Requirement: Successfully complete the Coach Knowledge Assessment (CKA), if not previously completed, and submit a recorded coaching session that meets MCC evaluation requirements.

PURCHASING PROCESS FOR CCFC SEATS

The Air Force partners with Flatter Inc. to provide opportunities for Air Force and Space Force members to become coaches through their Coaching Culture Facilitator Course (CCFC). This course has a limited number of seats that are filled using the MyVector nomination process below. Once all of the nominative seats have been filled, there is a potential for units to purchase additional seats using their own funding. The decision to offer additional seats for purchase is determined by HAF and depends on the current capacity of the course.

DAF MYVECTOR NOMINATION PROCESS:

1. HAF & AETC determine target ranks based on limited class seats.
2. AETC sends out MyVector message for targeted ranks to apply for the February or August course.
3. Interested applicants submit application and required documents via MyVector and route for endorsement.
4. AETC hosts centralized board to select members to attend CCFC.

*** After all initial seats are filled through the nomination process, HAF determines whether seats will be up for purchase.**

DAF ORGANIZATIONS PURCHASING PROCESS:

- ❖ Seats not granted through the MyVector selection process will be purchased using unit funding.
- ❖ Submit the following documents to af.a1di.coachingpolicy@us.af.mil during submission window below:
 - CCFC Application
 - Coaching Reciprocation Agreement
 - Continued Service Agreement
 - Memorandum of Understanding
- ❖ After HAF selects units to purchase seats, a Form 9 will need to be sent to AFDW/PK in DEAMS for approval.

EXTERNAL ORGANIZATIONS PURCHASING PROCESS:

- ❖ Seats will be purchased using the organization's funding.
- ❖ Submit Military Interdepartmental Purchase Request (MIPR) to af.a1di.coachingpolicy@us.af.mil during submission window below.
- ❖ HAF will complete 448-2/MIPR Acceptance
- ❖ HAF will send MIPR and 448-2 to AFDW for requested contract mod.

KEY DATES

Class Dates	Window to Submit Paperwork	Packets Considered	Notification of Coaching Seats	Financial Information due to HAF
6 Feb 2024 – 23 May 2024	2 Oct 2023 – 10 Nov 2023	13 Nov 2023 – 24 Nov 2023	27 Nov 2024	15 Dec 2023
6 Aug 2024 – 21 Nov 2024	1 Apr 2024 – 10 May 2024	13 May 2024 – 24 May 2024	28 May 2024	14 Jun 2024

*** Seats that are up for purchase are not first come, first serve. HAF determines the best distribution of additional seats.**

SEEKING COACH TRAINING OUTSIDE OF CCFC

If you or your organization are seeking a coach training program outside of the Flatter Inc. Coaching Culture Facilitator Course (CCFC), it must meet the following requirements for you to become a DAF coach:

- ❖ ICF or equivalent accreditation
- ❖ 60 or more training hours
- ❖ 10 or more mentor coaching hours
- ❖ Coaching Experience
- ❖ Apply to become a coach Coaching Access Database (CAD) link of the coaching af.mil page.

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