

**Welcome to the Certified Professional Career Coach (CPC) program, sponsored by the Professional Association of Resume Writers & Career Coaches (PARW/CC)!**

Below are instructions for maximizing the use of the program materials and to prepare for the testing requirements.

**Get the most from the CPC Program:**

To absorb the most information from the CPC training materials, follow this format:

- a.** Download the Testing Requirements File and review the requirements for maintaining the coaching journal and developing a mini-business plan or workforce development plan.
- b.** Download the CPC Program PDFs for each Module to your computer (you may want to purchase a large 3-ring binder to retain a hard copy of the materials in a note-book).
  1. Read Module I.
  2. Review the Module I video (as streaming video - or download to your computer)
  3. Re-read Module I in the manual and complete the exercises.
- c.** Use this method for each subsequent module.

The information on the videos supplements the written materials. The videos include lectures, interviews, samples, stories, and challenges. You may want to have a notepad available while you watch each video. The written materials are stand-alone and you do not need to follow along in your manual, as the videos enhance the written materials.

When you have completed the modules, reviewed the videos, worked through the exercises, and conducted four hours of career coaching and completed the goals and mini-business plan or workforce development plan (instructions in the testing requirements file),

- d.** you may request to take the written test for certification. You may ask to test within six weeks of starting the program, but you have up to 12 months.

During the 12 months that you are enrolled in the program, you will receive a one-hour career coaching/Q&A session with Diane. You may schedule your hour at any time during the program...at the outset, in midstream, or at the conclusion. Just email Diane for an appointment ([dianecprw@aol.com](mailto:dianecprw@aol.com)).

Additionally, Diane will provide basic online Q&A support if you have questions during the course; and you may join the CPCC LinkedIn Group - just invite Diane into your LinkedIn connections and then request to join the CPCC Group to engage in CPCC discussions.

**At the conclusion of the program, and as part of the testing process, you need to turn in the following (send to dianecprw@aol.com):**

- 1. Four hours of documented career coaching: You may use 1 or 2 clients for this exercise (1 client for 4 hours or 2 clients for 2 hours each - see coaching journal in the testing requirements file).**
- 2. Your Goals Form**
- 3. Your Client's Goals Form**
- 4. Your Client's Resume (even if you did not write it)**
- 5. Your Mini-Business Plan or Workforce Development Plan**

Supporting your success in business!

*Diane*

**|| Diane Hudson Burns, CPCC, CLTMC, CCMC, CPRW, FJSTC, CJSS, CEIP, CCM, JCTC**

**|| Director, Certified Professional Career Coach program**

**|| Co-Author, *The New Senior Executive Service Application***

**|| Career Marketing Techniques – For Career Development Tools**

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