***ACISTE CERTIFICATION FOR***

 ***Life and Spiritual Coaching (ACLSC)***

***APPLICATION, POLICIES, PROCEDURES & REQUIREMENTS Version 3.5.19***

***Please read carefully before applying:***

**Rationale for Certification:** ACISTE asserts that the needs of many of those who have had spiritually transformative experiences (STErs) are unique and distinctive from other populations. Currently, there is no mainstream or required training for this population, resulting in potentially ineffective or harmful treatment. ACISTE Certification for Life and Spiritual Coaching (ACLSCs) is both a means to provide this training as well as an assurance to STErs that his or her needs will be addressed appropriately, competently and effectively.

ACISTE asserts that the spiritual needs of many who have had spiritually transformative experiences (STErs) are often profound. Those needs can often be best addressed by people who share similar spiritual paths, faiths or religions and who can assist STErs with questions which empowers them to integrate their experience, insights, and directions they may have received during their experiences. Obtaining ACISTE Certification for Life and Spiritual Coaching (ACLSC) demonstrates to an STEr that (1.) the Coach is equipped to understand the unique needs of STErs and provide support for his or her spiritual needs; that (2.) their experiences will be validated and that; (3.) newfound perspectives will be explored in a way that honors the individual’s experiences; (4.) That the experiencer’s unique spiritual orientation will be honored and respected, and ensure there will be no pressure to convert to a given faith (proselytizing on the side of the spiritual director) in order to adequately deal with any given experience.

**Purpose of ACISTE Certification Program for Life and Spiritual Coaching:** To provide highest possible standard of care, based on best known practices and research, for spiritually transformative experiencers dealing with issues that require personal empowerment through life and spiritual coaching.

**Values:** An ACISTE Certified Life and Spiritual Coach is committed to an ethical, high standard of care. Compassion, competency and a personal respect for the diversity of spiritual perspectives are qualities ACISTE Certified Life and Spiritual Coach adhere to.

**Prerequisites:** Applicant must demonstrate work in an official coaching capacity. The applicant must demonstrate prior experience coaching individuals or groups. Prior supervised practicum as a coach, and certification is highly recommended. Documentation is to be submitted during the application process.

**BENEFITS to ACISTE Certified LSCs:**

* Experience personal and spiritual growth through working with this population.
* Be listed on our online support directory.
* Be included in our online support directory for self-referral by STErs seeking help and for referral by agencies.
* Receive recognition and satisfaction of knowing they are serving in a unique and specialized field and better able to meet the needs of their clientele who are experiencers.
* Belong to a unique and supportive team of peers in this area of specialization.

**REQUIREMENTS**

Candidates must have completed the following steps and procedures.

**STEPS & PROCEDURES**:

1. APPLICATION

 2. FEES

3. TRAINING: PRE-CONFERENCE WORKSHOP, CONFERENCE & POST-CONFERENCE

PRACTICUM, 3 PRIVATE SUPERVISION SESSIONS

 4. CONFIRMATION OF COMPLETION

 5. INTERVIEW & EVALUATION

 6. CERTIFICATION

 7. REFERRAL DIRECTORY

 8. PROBATION PERIOD

 9. DURATION of CERTIFICATION

10. CONTINUING EDUCATION and PEER CONSULTATIONS

11. SUMMARY REPORT

12. RENEWAL

13. CAUSES FOR DE-CERTIFICATION

**1. APPLICATION TO BECOME AN ACISTE CERTIFIED Life and Spiritual Coach** Candidates wishing to become an ACISTE CERTIFIED LSC (ACLSC) must complete the attached application. Please return by signing, scanning and mailing it with supporting documentation by printing out, signing and mailing to Dr. Rosie Khun, The Paradigm Shifts / PO Box 1637 / Eastsound, WA, 98245, OR email to drrosie@aciste.org.

**3. FEES** A non refundable processing and certification fee of $200, as well as a $550 training fee (Total : $750) is required at the time of registration for the conference. These fees are NOT a guarantee of certification, nor are they refundable. The $550 does NOT include the cost of the conference, the price of which can vary. The training processing and certification fees are add-ons and paid at the end of the registration process for the conference.

https://www.regonline.com/ACISTEconference2019

**3. TRAINING: PRE-CONFERENCE WORKSHOP, CONFERENCE, POST-CONFERENCE PRACTICUM**

**a. ) Pre-Conference Life & Spiritual Coach Training Workshop** A 2.5 day pre-conference workshop is required of all those wishing to become an ACISTE Certified LSP. This class begins at 8:00 am on Tuesday, November 12th, 2019.

b.) **Attend the Main** **Conference** Open to all professionals, the conference is required to those wishing to become an ACISTE Certified LSP. The conference begins at 1:00 pm on Thursday, November 14th. The cost for attending the conference varies, depending on when you register, prior certification and student status.

**c. ) Post-Conference Practicum** Any person may participate in the training workshop, but candidates who wish to become an ACISTE Certified Life and Spiritual Coach MUST additionally complete the following practicums:

1. Attend the full-day post-conference practicum on Sunday, November 15th the main conference.
2. Practicums will be held monthly with a certified ACISTE coach. 12 monthly practicums must be attended with the first year after the conference. 8 sessions must be attended live (via Zoom video conference) and up to four recordings may be viewed in lieu of attending live. If a recording is viewed you will be mailed a brief quiz which must be completed before the next regular session.

 **d. ) Post Conference Supervision**

1. *It is a requirement that participants in this Certificate Program for ACISTE Life and Spiritual Coaching, participate in 3 individual coaching sessions and 3 individual supervision sessions with a pre-approved Coach certified through ACISTE for a total of 6 sessions. Payments will be based on the coach’s own fee schedule. You will receive a contact list for the pre-approved coaches at the pre-conference workshop.*

 **e. ) Documentation of Client Hours**

1. Each applicant must demonstrate that they have worked with STE clients and provide documentation of a minimum of 10 individual client hours. Group coaching will not be counted towards this requirement. You will need to obtain the client’s permission to report their name, phone number, email address, and total number of coaching hours for verification purposes.

 **f. ) 10 Page Paper on Theoretical and Philosophical Basis for Working with Experiencers**

 5. Write a minimum of 10 pages in a paper reflecting your theoretical and philosophical position in regard to your Life and Spiritual Coaching Practice working with experiencers of STE’s. Include thoughts and ideas discussed in practicums, books read, online research, as well as your experience with clients. Provide a case study which demonstrates the use of your philosophy and your theoretical perspectives. This is a final demonstration of the integration of everything you are taking with you into your practice coaching experiencers.

**4. CONFIRMATION OF COMPLETION** Candidate must show confirmation of their attending workshops, conference and practicums, supervision, individual session, clients, paper in order to receive their certificate of completion. All of the above documentation must be emailed to Dr. Rosie Kuhn at drrosie@aciste.org prior to the exit interview date.

**5. INTERVIEW & EVALUATION** An ACISTE committee representative will conduct a phone or in-person interview and evaluation upon completion of the above steps. The applicant is responsible for contacting Dr. Rosie Kuhn to set up the exit interview.

**6. CERTIFICATION** Upon satisfactory completion of the above, candidates become ACISTE certified. They receive a digital certificate and digital badge with ACISTE logo to display on their own websites. Certificants may use the initials ACLSC (ACISTE Certified Life and Spiritual Coach) following their names to indicate their status.

**7. REFERRAL DIRECTORY** In addition, certificants will be included in our online referral directory. Each certificant receives a full page which includes a profile describing one’s practice, approach, specialties, background, photo and contact information. The annual professional membership fee which includes a listing on the referral directory is $75.00.

**8. PROBATION PERIOD** Upon certification, the candidate begins a 6 month temporary or probationary period. “Satisfactory” means that ACISTE has received no complaints that violate the values and standards ACISTE represents AND those complaints appear not to be resolvable after talking with the candidate.

**10. CONTINUING EDUCATION** In order to keep current of new research and information, all certificants are required to attend a minimum of one workshop every year, offered by ACISTE, or complete a CEU course in a related area. This requirement takes effect 12 months post conference, however, all new trainees are welcome to attend the workshops in their first year of certification if they would like.

**11. CAUSES FOR DE-CERTIFICATION**

* Failure to meet above requirements.
* A complaint is filed with ACISTE by a client and after consultation with the ACLSC, the grievance was not able to be satisfactorily resolved.

**APPLICATION: ACISTE CERTIFICATION FOR Life and Spiritual Coaching (ACLSC)**

*Please be sure you have read and agree to our Policies, Procedures and Requirements before completing. The $200 processing fee is NOT refundable.*

Please complete and sign the application below and return it with supporting documentation as attachments to drrosie@aciste.org or to the address below. Applications ***must*** be received by US postal service or electronically no later than **October 15th, 2019. PLEASE PRINT CLEARLY**

**1. Full Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**2. Mailing Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**3. Email Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Use “Ø” to distinguish from the letter O, capitalize L and I to distinguish from 1.)

**4. Telephone Numbers:** Work (\_\_\_\_\_\_\_) \_\_\_\_\_\_\_-\_\_\_\_\_\_\_\_\_\_\_ ex\_\_\_\_\_\_\_

Home (\_\_\_\_\_\_\_) \_\_\_\_\_\_\_-\_\_\_\_\_\_\_\_\_\_\_ Cell :(\_\_\_\_ ) \_\_\_\_\_\_ - \_\_\_\_\_\_\_\_

**5. Licenses:**

**I hold the following current mental health license:**

**License to Practice (Counselor, LMFT, etc) License# and Expiration Date:**

**US State L**

**Please attach evidence of above. Applications without documentation will not be processed.**

**6. Certifications:**

**Certification University or Institution Year Received**

**7. Higher Education: Degree University or Institution Year Received**

**Please attach evidence of above. Applications without documentation will not be processed.**

**8. Related Experience:**

Please describe any personal, professional or educational experience that you feel supports your application to become an ACISTE certified mental health professional. If more space is needed, please attach a separate sheet.

**9. Publications:** List here or attach a list of titles of any relevant publications.

**10.** Do you have a physical or mental condition or addiction to any substance that could impair competent professional performance or jeopardize public health and safety?

 **YES\_\_\_\_\_\_\_\_\_\_ NO\_\_\_\_\_\_\_\_\_\_ Attach an explanation for “YES” responses**.

**11.** Have you been subject to an investigation or disciplinary action by a healthcare organization, professional association, governmental entity or regulatory or licensing agency/authority, and/or have you ever been convicted, found, or entered a plea of guilty, or are you presently being investigated or charged with any felony or misdemeanor directly relating to your or public health and safety?

**YES\_\_\_\_\_\_\_\_\_\_ NO\_\_\_\_\_\_\_\_\_\_ Attach an explanation for “YES” responses**.

By signing, you acknowledge and affirm: (1) that you have carefully read and understand the ACISTE policies, procedures and requirements (2) that you agree to abide by these terms; (3) you recognize that your fees are not refundable and that participation in coursework and practicum/workshop does NOT guarantee certification; (4) that you agree to a background check and (5) that the information you have provided in this application and in the attached documentation is true and correct to the best of your knowledge.

**PRINTED NAME:**

**SIGNATURE:**

**DATE:**

 **PRINT/SIGN/MAIL THIS APPLICATION with supporting documentation to:**

ACISTE PO Box 1637 Eastsound, WA, 98245

Or scan and email to drrosie@aciste.org