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| Name: | Address |
| Email: |
| Telephone number: |
| Level of Certification applied for:  Certified Business Coaching Psychologist | |

**Framework requirements**

You are required to present evidence of sustained and successful experience in Business Coaching Psychology mapped against the ABP criteria. Once you have collated your evidence and completed this form, you should submit it, providing the names of referees who are able to comment on your claim.

**Referee Details:**

|  |  |
| --- | --- |
| First referee | |
| Name: |  |
| Job title: |  |
| Department/Service |  |
| Email: |  |
| In what capacity do you know this person? | |
| Second referee | |
| Name: |  |
| Job title: |  |
| Department/Service |  |
| Email: |  |
| In what capacity do you know this person? | |

**Checklist**

|  |  |  |
| --- | --- | --- |
| (delete as required) | | **Date submitted** |
| Initial registration form submitted | Yes/No |  |
| Submission form completed | Yes/No |  |
| Referees’ statements attached | Yes/No |  |
| Declaration signed (below) | Yes/No |  |

**Declaration**

I am applying for Certification to the Association for Business Psychology and wish to present evidence of my professional practice to the next available Recognition Panel.

Signature: ………………………….… Date…………………

Please return this form to [admin@theabp.org.uk](mailto:admin@theabp.org.uk)

**Case for support**

**Evidence required:**

|  |  |  |
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| **Section:** | **Required by:** | **Included?** |
| 1: Evidence Matrix | Certified Business Coaching Psychologist |  |
| 2: Continuing Professional Development | Certified Business Coaching Psychologist |  |
| 3. Critical Self Evaluation | Certified Business Coaching Psychologist |  |
| 4. Ethical Dilemma Story | Certified Business Coaching Psychologist |  |
| 5. Coaching hours log | Certified Business Coaching Psychologist |  |
| 6. Supervision hours log | Certified Business Coaching Psychologist |  |

For each section, please refer to the detailed criteria in the Certification Papers to ensure you are providing sufficient evidence that you are meeting what is required for the desired level. Please review and discuss this with your mentor before submission.

**Section 1: Evidence Matrix: *Certified Business Coaching Psychologist***

Here we ask you to write up short examples of your experiences (up to 500 words each) which are mapped against the Areas of Practice, Business Practice Principles, Consulting Cycle and ABP Values. This allows us to check you have covered the required criteria for your desired level. Please refer to the Certification Papers for the detail of the criteria required, and ensure you are providing sufficient evidence to support the criteria being applied for.

As a guide, you will need a minimum of **4 in-depth** or a maximum of **10 brief examples**. Each example should have a header summarising the criteria covered by each example and the word count. Note that one example may represent more than one criterion.

When you have completed the detailed table, please complete the evidence matrix summary, and ensure that this is presented at the front of your evidence submission.

**Evidence Matrix Summary**

Please use the table below to summarise the areas of practice, professional business practice, consulting cycle stages and ABP Values you have mapped for each detailed example. Please refer to the Certification Papers for further explanation of each.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Example** | **Areas of Practice** | | | | | | | | | | **Professional Business Practice** | | | | | | **Consulting Cycle Stages** | | | | | **ABP Values** | | | |
| AP3a | AP3b | AP3c | AP3d | AP3e | AP3f | AP3g | AP3h | AP3i | AP3j | PB1 | PB2 | PB3 | PB4 | PB5 | PB6 | CC1 | CC2 | CC3 | CC4 | CC5 | V5a | V5b | V5c | V5d |
| e.g. 1 | ✓ |  |  |  |  |  |  |  |  |  |  |  |  | ✓ |  | ✓ | ✓ | ✓ |  |  | ✓ | ✓ |  | ✓ |  |
| 2 |  |  | ✓ | ✓ |  |  |  |  |  |  |  | ✓ |  |  |  |  |  |  | ✓ |  |  |  | ✓ |  |  |
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**Evidence Matrix Detail**

Please provide examples of your experiences in the boxes below, adding rows as needed. Each example should have a header summarising the criteria covered by each example. Note that one example may represent more than one criterion.

As a guide, you will need a minimum of **4 in-depth** or a maximum of **10 brief examples**. Each example should have no more than 500 words. Please provide the word count for each example. e.g.

|  |
| --- |
| Example 1: AP3a, AP3f; PB4, PB6; CC1, CC2, CC5; V5c, V5d (*n* words) |
| Enter text to describe this example here.  Outline your work covered in this example considering the coaching areas of practice, your understanding of business coaching psychological theory, professional business practices and stage(s) of the consulting cycles covered. Consider also how you apply the elements of the ABP Value, Building Capability. |
| Example 2: AP3d, PB2; CC3; V5b (*n* words) |
| Enter text to describe this example here. |
| Example 3…. |
| Enter text to describe this example here. |

**Section 2: Continuing Professional Development/Supervision**

Demonstrate your engagement with appropriate Continuing Professional Development activities, including Supervision, through **5 but no more than 10 examples**, which you have undertaken in the **previous three years**. Against each one, reflect briefly on how each example has contributed to the development of your practice as a business coaching psychologist, including an explanation of the theories and methods you have developed and how you have been able to put that new understanding into practice

Emphasis is placed on your capacity to reflect on your practice through the examples you provide by articulating your learning and your impact.

(indicative word limit of 150 per example; maximum for this part is 1,500 words).

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**Section 3: Critical Self-Evaluation**

Please write a paper which summarises your approach to Business Coaching Psychology. The purpose of this section is to share who you are as a Business Coaching Psychologist. Your opinions should be evidence-based, with references to psychological research. It is designed for you to demonstrate what sets you apart as a Business Coaching Psychologist from a Coach. As a guide, the paper should be min 1,000 words and max 2,000. It could include, for example: key principles that inform your coaching practice, your definition of business coaching psychology, your approach to coaching, key thinkers who influence your approach, which research influences your practice, how your personality shows up in your coaching and how you measure the effectiveness of your coaching interventions. Please use this as a guide rather than a definitive list of sections. The assessors are looking to understand your unique approach to BCP.

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**Section 4: Ethical Dilemma Story**

Please write a real ethical dilemma story that you have faced. The aim of it is to show your understanding and practical application of the ethical considerations of BCPs. The story should demonstrate the complexity of applying any principles in reality. I.e. if there is only one obvious path, it’s not really a dilemma. As a guide, your story should be 500-1000 words in length.

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