

# Adler Coaching Certification Exam Declaration Form

Fall 2010 Declarations must be submitted by August 6, 2010  
for Exams occurring September - November, 2010.

Name: \_\_\_\_\_

**Contact Information:**

Street and Number: \_\_\_\_\_

Apartment: \_\_\_\_\_

City, Province, Postal Code: \_\_\_\_\_

Country: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Year of ATC: \_\_\_\_\_

Name of Coach if Adler Faculty: \_\_\_\_\_

*(This information is required to ensure that your Examiner has not also been your coach at some time, and will help to ensure standards for impartiality.)*

**Declaration: I intend to take my exam in:**

(Please number months in order of preference. Spots in exam months subject to availability)

September     October     November

**Declaration deposit for all candidates:** *(Pricing subject to change without notice)*

Deposit \$100.00 CDN (plus HST in Canada) due on or before Declaration is due:

Please note that the full Exam fee of \$475.00 CDN less deposit (plus HST in Canada) is due by first day of Exam month.

**Method of Payment:** *(Clearly mark the appropriate boxes below)*

VISA     MASTERCARD     AMEX     Cheque *(payable to Adler Coaching)*

CREDIT CARD NUMBER \_\_\_\_\_ EXPIRY DATE \_\_\_\_\_

\_\_\_\_\_  
*(Signature of applicant)*

Please submit completed form and payment to:

**Adler International Learning Inc.**  
890 Yonge Street  
9<sup>th</sup> Floor  
Toronto ON M4W 3P4  
Phone: 416-923-4419 ext. 217  
Fax: 416-923-9017

If you require information or assistance in completing the Declaration, contact Tiffany Maxwell, Coaching Administrator, at 416-923-4419 ext. 217 or via e-mail at [tmaxwell@adlearn.net](mailto:tmaxwell@adlearn.net).

## GUIDELINES FOR EXAM SCHEDULING

Individual Exams within the declared month will be scheduled following these guidelines:

Scheduling begins	Within first half of month preceding Exam month
Statement of Assurance submitted Recording submitted with transcription and reflection Log of coaching hours submitted Proctor Agreement submitted Balance of Exam fee due	on or before first day of Exam month
Written exam taken	<b>(in Toronto)</b> within first 5 working days of Exam month <b>(remotely)</b> may be scheduled at student's convenience with proctor; must be completed before end of Exam month
Live oral taken	during middle 2-3 weeks of Exam month
Results and feedback received	by the end of the month, plus or minus 2 weeks
<p>No Exams in January, July, August and December</p> <p><b>Cut-off date for the spring ACPC ceremony is December 31 of the previous year</b></p> <p>(eg. A student who completes their exam requirements by November of 2009 will be able to participate in the ceremony in 2010, whereas one who completes in February 2010 will participate in the 2011 ceremony)</p>	

The Coaching Administrator will provide each Candidate with information about their Oral Exam date and Examiner team once scheduling has begun.

**There are fees associated with changing a confirmed Exam date, or having to re-write a portion of the Exam:**

Changing Declared Exam Month	\$ 50.00 CDN
Changing Confirmed Written Date	\$100.00 CDN
Changing Confirmed Oral Date	\$200.00 CDN
Re-taking Live Oral Component	\$250.00 CDN
Re-taking Recorded Oral Component	\$250.00 CDN
Re-taking Written Component	\$200.00 + HST in Canada

## EXAM SUPPORTING MATERIALS

The full set of Exam supporting materials, including the Certification Exam Declaration Form, is at:  
[http://www.adlercoach.com/cert\\_coursesregistration.php](http://www.adlercoach.com/cert_coursesregistration.php)

The Exam Supporting Materials are made up of:

Statement of Assurance – MS Word

Log of Coaching Hours – MS Word

Reflections on Audio-Recorded Client Session – MS Word

For Candidates writing the Exam Remotely –  
Proctor Agreement & Guidelines

The completed Exam Supporting Materials are due by first day of Exam month, with balance of Exam fee.