

Taking Charge® Linguistic Coaching® Certification Program Application

CERTIFICATION REQUIREMENTS

1. Completion and approval of the Taking Charge® Linguistic Coaching® Certification Application below.
 2. Completion of the 40-hour in-person or online course: Taking Charge® for Educators and Related Professionals—Linguistic Coaching® for Special Needs and At-Risk Learners. Optional: four units of post-baccalaureate credit through the Office of Continuing Education at the University of California, Los Angeles.
 3. Completion of twelve (12) hours of individual coaching and supervision by a Certified Linguistic Coach in your area of specialization (educator, administrator, therapist, parent or caregiver, mentor, life coach, etc.)
 4. Completion of pre- and post-observation forms, over twelve (12) hours, using the eight (8) Taking Charge® Levels of Learning Competence Observation Forms (at the Competent Level of Learning Competence).
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PERSONAL INFORMATION

Your Name: _____ Current Position: _____
Organization or Company
Name: _____
Home Street Address: _____
City: _____ State: _____ Zip: _____
Cell Phone: _____ Other phone: _____
Best times to call: _____
Best email to reach you: _____

EDUCATION

High School Name: _____
City: _____ *State:* _____
Diploma Obtained: _____ **Yes** _____ **No** _____ **Year:** _____
List relevant courses:

Vocational Training or Community College Name: _____,
City: _____ *State:* _____
Degree Obtained: _____ **Yes** _____ **No** _____ **Year:** _____
Number of Years Attended: _____ **Units Earned:** _____
List relevant courses:

Four Year College/University Name: _____,
City: _____ *State:* _____
Degree Obtained: _____ **Yes** _____ **No** _____ **Year:** _____
Number of Years Attended: _____ **Units Earned:** _____
List relevant courses:

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Types of University Courses Taken: _____Traditional _____Online _____Hybrid

Are you currently enrolled in a university? ___Yes ___No

If Yes, Institution: _____ Units Earned: _____

TELECOMMUNICATIONS EXPERIENCE:

- Do you have prior experience with online courses or video conferencing? ___Yes _____No
If yes, list the name of the course(s).

- Do you use chat rooms, blogs, and webinars? ___Yes _____No
If yes, list the names.

- How would you rate your expertise using MS Word or similar software? ___Poor ___Fair ___Average _____Excellent

TEACHING, THERAPY, MENTORING, OR COACHING EXPERIENCE

School or Organization Name: _____

City: _____ State: _____

Job Title 1: _____ **Years:** _____

Subject/Type of Service Provided: _____

Job Responsibilities:

School or Organization Name: _____

City: _____ State: _____

Job Title 2: _____ **Years:** _____

Subject/Type of Service Provided: _____

Job Responsibilities:

School or Organization Name: _____

City: _____ State: _____

Job Title 3: _____ **Years:** _____

Subject/Type of Service Provided: _____

Job Responsibilities:

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OTHER RELEVANT EXPERIENCE (WORK OR VOLUNTEER)

Company/Organization: _____

City: _____ *State:* _____

Job Title 1: _____ **Years:** _____

Job Responsibilities:

Company/Organization: _____

City: _____ *State:* _____

Job Title 2: _____ **Years:** _____

Job Responsibilities:

Company/Organization: _____

City: _____ *State:* _____

Job Title 3: _____ **Years:** _____

Job Responsibilities:

HAVE YOU TAKEN ANY TAKING CHARGE® COURSES BEFORE?

- 40-Hour In Person Taking Charge® course ____Yes ____No
Date(s) _____
- 40-Hour Online Taking Charge® Course ____Yes ____No
Date(s) _____
- Other (list) _____
Date(s): _____

WHICH TAKING CHARGE® COURSE DO YOU PREFER TO ENROLL IN TO BECOME CERTIFIED?

- 40-Hour Online Taking Charge® course (10 week) ____Yes ____No
- 40-Hour In-Person Taking Charge® course (10 week) ____Yes ____No

To become a Certified Linguistic Coach, Attendance, Participation, and Completion of the 40-Hour In-Person or Online Taking Charge® Course with a Grade of "B" or Better is Mandatory

Guidelines for registering for 4 units of UCLA Extension Credit:

Participants enrolling in the 40-hour Taking Charge® course have the option of enrolling with UCLA Extension for four units of post-baccalaureate credit. The UCLA registration/enrollment fee of \$250 must be paid by YOU in addition to the fee for enrolling in the Taking Charge® Linguistic Coaching Certification Program. Taking Charge® will complete the enrollment process for you.

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Add/Drop (with refund): You will have up to the last business day before the 3rd Taking Charge® in-person or online class meeting for a refund of \$250 UCLA Extension registration fees.

Drop (without refund): Any person opting out of obtaining 4 units of post-baccalaureate credit through UCLA Extension after the drop date will forfeit their \$250 UCLA Extension registration fee.

PERSONAL GOALS

For candidates requesting to participate in the Taking Charge® Linguistic Coaching Certification Program, please complete the following.

Why are you interested in becoming a Certified Linguistic Coach?

Explain why you believe you have the time and resources to undertake the six month Taking Charge® Linguistic Coaching® Certification Program and complete it successfully?

List three goals you want to achieve as a result of completing this certification program.

VERIFICATION OF COMMITMENT

If you are accepted into the Taking Charge® Linguistic Coaching Certification Program, you are agreeing to complete all assignments during the timeframe that has been allocated for completing the forty (40) hour (ten week) Taking Charge® for Educators and Related Professionals course with a grade of "B" or better; the twelve (12) hours of individual coaching; and twelve (12) hours of the self-evaluation/feedback process required to become a Certified Linguistic Coach. It is estimated that the Taking Charge® Linguistic Coaching® Certification Program will take at least 80 hours of your time over (6) months to complete. Please verify your agreement by initialing and signing below. Four units of post-baccalaureate credit through UCLA Extension is optional and is not required to become a Certified Linguistic Coach.

___ I have ___ hours per week to complete the certification program.

___ I have access to internet from sources outside of work.

Your Signature: _____ Date: _____

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VERIFICATION OF RECOMMENDATION TO PARTICIPATE

In order to qualify for enrolling in the Taking Charge® Linguistic Coaching® Certification Program and/or registering for UCLA credit, you must obtain a recommendation from someone who can verify that you will be committed to and successful in the program. Please have the person complete, sign, and date this application, verifying that they recommend you enrolling in the Taking Charge® Linguistic Coaching® Certification Program:

Name of Person Making this Recommendation: _____
Why do you believe that _____ (name) is capable and able to complete the Taking Charge® Linguistic Coaching® Certification Program successfully?

Signature of Person Making the Recommendation: _____

Position: _____

Organization: _____

Phone Number: _____

Date: _____

VERIFICATION OF APPLICATION APPROVAL

Approval of Taking Charge® Linguistic Coaching® Program Manager: ____ Yes ____ No

Signature: _____ Date: _____

Reason Application Was Denied: _____

Questions? Concerns? Contact: Carmen Silva, M.A., Taking Charge® Program Manager, (626) 219-9257 or TakingCharge@takingcharge.com

Scan and email the completed application to: TakingCharge@takingcharge.com

Or mail the completed application to:

Taking Charge, LLC, 625 Fair Oaks Avenue, Suite 300, South Pasadena, CA 91030