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# **APPLICATION FORM:**

#  **CCNET COACH CERTIFICATION**

Please be aware that in addition to submitting your application form there is a cost to apply for conservation coach certification, which covers a review of your application. Certification is not guaranteed and will depend on approval by the review committee.

If you are unsure whether or not you are ready to seek certification, we recommend that you read the [coach self-designations](https://www.ccnetglobal.com/2022/01/27/ccnet-coach-designations/). If you decide that you are a Coach-in-Training, it might be best to gain further experience before you apply for certification. Feel free to inquire with John Morrison or Stuart Cowell before filling out the extensive application form.

Note that this application may take considerable time to fill out – especially for the most experienced and qualified applicants.

Once completed, please save the file with your last name at the end and send your form with a cover letter to John Morrison (john.morrison@wwfus.org).

***Name of Applicant:***

***Date of Application:***

***Current, Past Organisations:***

***E-mail address:***

1. **EXPERIENCE**
	1. ***Please list any Open Standards or Open Standards Coaches Training taken (can include Coaches Rallies) – please add rows as necessary:***

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| **Open Standards Training Taken** |
| **Date** | **Location** | **Training Course/Session** | **Trainers’ Names** |
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|  |  |  |  |

* 1. ***Please list experience with the application of the Open Standards, where you applied all or some elements of the OS (can include coaching others) – please add rows as necessary:***

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| **Open Standards Experience**  |
| **Date** | **Organisation** | **Location** | **Project Programme Name****(including brief description of your role)** | **Project Attributes****(Biomes / themes)** |
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***1.3 Please list general conservation experience:***

***1.4 Please list any relevant special expertise (monitoring, facilitation, ecological knowledge, etc.):***

***1.5 List of at least 3 OS references (with emphasis on experienced coaches who have seen you at work as coach):***

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| **Open Standards References** |
| **Name (& email address)** | **Context** |
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1. **SELF ASSESSMENT**

**2*.1 Please fill out the self-assessment:***

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| **Self-Assessment Scoring Sheet (abbreviated skills)** |
|  | Understand (1 point) | Used Successfully (2 points) | Confident Using (3 points) |
| **Facilitation** |  |  |  |
| Demonstrates respect and sensitivity  |  |  |  |
| Maintains role as facilitator |  |  |  |
| Designs & facilitates simple to moderate planning efforts |  |  |  |
| Provides opportunities for all participants to be involved  |  |  |  |
| Understands the use of key probing questions |  |  |  |
| Quickly summarizes discussions and information |  |  |  |
| Provides and facilitates peer feedback  |  |  |  |
| **Conservation Knowledge** |  |  |  |
| Gives appropriate examples of other sites & projects  |  |  |  |
| Explains fundamental conservation biology principles  |  |  |  |
| Describes basic ecology of relevant major habitat types |  |  |  |
| Assists teams to identify specific aspects of climate change |  |  |  |
| Cites examples of major conservation strategy types |  |  |  |
| Describes purposes & limitations of conservation tools |  |  |  |
| **Open Standards** |  |  |  |
| Clearly explains steps & rationale of Open Standards (OS) |  |  |  |
| Tailors OS process to meet the needs of projects |  |  |  |
| Ensures projects have a well-defined scope and vision |  |  |  |
| Ensures definition of measurable goals for ecosystems |  |  |  |
| Ensures a prioritized ranking of direct threats |  |  |  |
| Critically evaluates conceptual models  |  |  |  |
| Coaches SMART viability & threat objectives  |  |  |  |
| Ensures a set of prioritized strategies  |  |  |  |
| Assists information management with Miradi or other |  |  |  |
| **Theory of Change** |  |  |  |
|  Explains rationale for clear theory of change |  |  |  |
|  Distinguishes results chain from flow chart |  |  |  |
|  Identifies key intermediate results |  |  |  |
|  Identifies key unspoken assumptions in strategies  |  |  |  |
|  **Monitoring and Adaptive Management** |  |  |  |
| Describes the purpose and value of monitoring  |  |  |  |
| Coaches development of concise list of indicators |  |  |  |
| Describes common monitoring methods  |  |  |  |
| Describes different levels of monitoring intensity  |  |  |  |
| Describes activity, result, & biodiversity outcome measures |  |  |  |
| Describes key components of good monitoring protocol |  |  |  |
| **Adaptive management & Reporting** |  |  |  |
| Ensures process for routine analysis of project progress, results and assumptions |  |  |  |
| Describes process and standards for analysis, lessons-learned and decision-making  |  |  |  |
| Describes standards & practices for information management & storage |  |  |  |
| Ensures compliance with various donor reporting requirements |  |  |  |
| Leads teams to analyze incoming project measures & adaptive planning  |  |  |  |
| **Operational Planning** |  |  |  |
| Describes rationale & components of the work plan  |  |  |  |
| Describes timeline development |  |  |  |
| Describes basic structure and framework of a budget |  |  |  |
| Describes general sources of funding/revenue |  |  |  |
| Describes how OS components fit into strategic plan  |  |  |  |
| **Meeting Planning** |  |  |  |
| Clarifies meeting purpose, participation, funding, support team roles |  |  |  |
| Prepares agenda that meets objectives and cares for participants |  |  |  |
| Ensures appropriate venue and equipment |  |  |  |
| Ensures event is meeting objectives or adjusted as necessary |  |  |  |
| **Digital Sharing & Collaboration** |  |  |  |
| Shares documented experiences & lessons with community of practice |  |  |  |
| Actively participates Open Standards community of practice  |  |  |  |
| Maintains a virtual coach profile on a CCNet website |  |  |  |
| Uses digital sharing & collaboration (WebEx, GoToMeeting, etc.) |  |  |  |
| **Human Well-being Targets & Ecosystem Services** |  |  |  |
| Describes human well-being targets & ecosystem services taxonomies |  |  |  |
| Assists to identify HWB targets, ES, & relation to conservation targets  |  |  |  |
| Assists to integrate standard HWB & ES with stakeholder terminology  |  |  |  |
| Assists to develop impact measures to assess HWB & ES |  |  |  |
| Advises on stakeholder engagement and participatory planning |  |  |  |
| **Thematic Projects and Programs** |  |  |  |
| Guides teams through designing non-placed based / thematic projects |  |  |  |
| Assists with appropriate conceptual models & results chains  |  |  |  |
| Ensures connections of project interventions & conservation targets  |  |  |  |
| Assists to design measures are appropriate to project thematic mandate |  |  |  |
| **Climate Change and Climate Adaptation** |  |  |  |
| Demonstrates understanding of causes & impacts of climate change |  |  |  |
| Demonstrates understanding of Open Standards climate guidance |  |  |  |
| Assists to identify existing applicable climate studies, modelling, analysis |  |  |  |
| Assists project teams to identify current and projected climate impacts |  |  |  |
| Assists to incorporate climate in conceptual models & threat ratings |  |  |  |
| Assists project teams to design climate-smart conservation strategies |  |  |  |
| **Bonus: Environmental and Social Safeguards** |  |  |  |
| Describes environmental & social safeguards & relevant donor policies  |  |  |  |
| Assists to identify any potential negative short- and long-term impacts |  |  |  |
| Assists with Environmental/Social Mitigation/Monitoring Plans (ESMPs)  |  |  |  |
| Assists to identify required assessments and consultations  |  |  |  |
| Assists to identify potential positive social outcomes  |  |  |  |
| Assists to integrate safeguards within project designs  |  |  |  |

* 1. ***Please describe any particular work product examples you would like to highlight:***
1. **CERTIFICATION COST (USD)**

To consider your application, CCNet will collect a fee through The Nature Conservancy, following this structure:

* **Developed Countries**: Application fee $300 (total) for three years, $150 (total) for three-year renewal.
* **Developing Countries/Areas:** Application fee $150 (total) for three years, $100 (total) for three-year renewal.

At renewal, applicants would need to show that they have made an effort to stay current with accepted practice (as identified in the self-assessment) and that they have been active as a coach.

**Payments can be made at our secure link** [**here.**](https://preserve.nature.org/page/97552/event/1)

1. **WHAT IS NEXT?**

You will get an e-mail acknowledging reception of your application and for reception of payment.

Once a full application form and payment have been received, the review committee will initiate reviews and will reach out in March-April. Applicants can expect an announcement by approximately the end of May.

If you have questions about the process, please contact CCNet's Global Coordinator, John Morrison (john.morrison@wwfus.org).