

## Team Coach Credentialing Application - All Levels

Please review our [website here](#) to ensure that you have the materials that you will need to submit for this application process as well as to become familiar with the pricing structure. Your credential is valid for three years after it is issued.

***Before clicking next on each page, please ensure that all of your answers on this page are complete and accurate. You will not be able to edit your responses.***

### **General Questions** Asked for all levels

1. Select the type of Team Coach Credential that you are applying for.
  - New (either applying for the first time or applying for a new credential level)
  - Renewal (renewing a current credential level)
2. Are you a Cystic Fibrosis Quality Coach? **If yes, not taken to link to pay.**
  - Yes
  - No
3. Which credential are you applying for/renewing?
  - Novice 1
  - Novice 2
  - Intermediate
  - Senior Coach Level 1
  - Senior Coach Level 2
4. First Name (Please enter as you would like it listed on your credential certificate)
5. Middle Initial (Please enter as you would like it listed on your credential certificate)
6. Last Name (Please enter as you would like it listed on your credential certificate)
7. Credentials (i.e., MD, RN, MBA) (Please enter as you would like it listed on your credential certificate)
8. Organization
9. Phone Number
10. Email
11. Address where you would like your certificate sent
12. Academic Affiliation
13. General Category of Interest
  - Ambulatory
  - Hospitals
  - Inpatient
  - Leadership in QI
  - Mesosystem
  - Population Health
  - Primary Care
  - Skilled Nursing Facility
  - Supporting Microsystems
  - Specialty Practice
  - Other (please specify)

### **Novice 1 Questions**

1. Did you complete the Team Coaching Program?
  - Attended the Team Coaching Program
  - Attended a different coaching program (please note below)
2. What year did you complete the coaching program listed above?
3. Have you completed the Team Coaching Program within the last 30 days? **Only displayed if Team Coaching Program above is selected. If yes, not taken to link to pay.**
  - No
  - Yes
4. How many months have you coached clinical or supporting microsystem(s)? (5-12 months required for Novice 1)
5. Name of Microsystem (1 required for Novice 1)
6. Start Date of Coaching for Microsystem (month/year)
7. End Date of Coaching for Microsystem (month/year)

### **Required Submissions:**

1. Please upload your CV or Resume. Click here for templates if needed  
<https://chhs.unh.edu/resume-cover-letter>
2. Please upload **Team Coaching Program certificate**

**Novice 2 Questions:** Displays if selected Novice 2 selected earlier in survey.

1. What is your most recent coaching credential?
  - Novice 1
  - I do not have a coaching credential but have the experience required to apply for a Novice 2 Coaching Credential
2. How many months have you coached clinical or supporting microsystem(s)? (12-18 months required for Novice 2)
3. Name of Microsystem (1 required for Novice 2)
4. Start Date of Coaching for Microsystem (month/year)
5. End Date of Coaching for Microsystem (month/year)
6. Did you complete the Team Coaching Program?
  - Attended the Team Coaching Program
  - Attended a different coaching program (please note below)
7. What year did you complete the coaching program listed above?
8. Have you been a co-coach? Please list the program and your co-coach partner.

**Required Submissions:**

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2. Please upload **Individual Team Coaching Knowledge, Ability and Skills Assessment and Development Tool** ([Click Here for Template](#)). This will include reviewing your pre/post Quality Improvement Assessment (QIA) instrument report or findings to acknowledge accomplishments and identify skills you still need to develop. If you have not taken the QIA recently, please contact us at [iehss.admin@unh.edu](mailto:iehss.admin@unh.edu).
- 3a. Please upload **Personal Team Coach Development Action Plan Template** ([Click Here for Template](#) )
- 3b. **Team Coaching Evaluation by Coachees Results Summary** ([Click Here for Template](#))
- 3c. **Team Coaching Evaluation by Leaders Results Summary** ([Click Here for Template](#))
- 3d. **Peer Review: Reflected Best Self Workbook** (email [iehss.admin@unh.edu](mailto:iehss.admin@unh.edu) for template)
4. Please upload **Team Coaching Program Certificate**

**Intermediate Questions:** Displays if selected Intermediate selected earlier in survey.

1. What is your most recent coaching credential?
  - Novice 1
  - Novice 2
  - I do not have a coaching credential but have the experience required to apply for a Intermediate Coaching Credential
1. How many months have you coached clinical or supporting microsystem(s)? (1-2 years required for Intermediate)
2. Name of Microsystem #1 (6 required for Intermediate)
3. Start Date of Coaching for Microsystem #1 (month/year)
4. End Date of Coaching for Microsystem #1 (month/year)
5. Name of Microsystem #2
6. Start Date of Coaching for Microsystem #2 (month/year)
7. End Date of Coaching for Microsystem #2 (month/year)
8. Name of Microsystem #3
9. Start Date of Coaching for Microsystem #3 (month/year)
10. End Date of Coaching for Microsystem #3 (month/year)
11. Name of Microsystem #4
12. Start Date of Coaching for Microsystem #4 (month/year)
13. End Date of Coaching for Microsystem #4 (month/year)
14. Name of Microsystem #5
15. Start Date of Coaching for Microsystem #5 (month/year)
16. End Date of Coaching for Microsystem #5 (month/year)
17. Name of Microsystem #6
18. Start Date of Coaching for Microsystem #6 (month/year)
19. End Date of Coaching for Microsystem #6 (month/year)
20. How many months have you coached a mesosystem? (1-2 years required for Intermediate)
21. Name of Mesosystem #1 (1 required for Intermediate)
22. Start Date of Coaching for Mesosystem #1 (month/year)
23. End Date of Coaching for Mesosystem #1 (month/year)
24. Have you completed a LEAN Yellow Belt Certification?
25. Year of completion of LEAN Yellow Belt Certification
26. Have you completed a communication and relationships skills program?
  - Attended Team Communication and Relationships Program
  - Attended a different communication and relationships program (please note below)
27. Year of completion of communication and relationship skills program
28. Have you completed a relational coordination program?
  - Attended Relational Dimensions of Improvement and Change/RC Workshop
  - Attended a different relational coordination program (please note below)
29. Year of completion of relational coordination program
30. Please list examples of communication and relationship skills specific to proactive conflict engagement, effective communication and negotiation.
31. Have you been a co-coach? Please list the program and your co-coach partner.

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- 3d. **Peer Review: Reflected Best Self Workbook** (email [iehss.admin@unh.edu](mailto:iehss.admin@unh.edu) for template)
4. Please upload **Team Coaching Program certificate**
5. Please upload Lean Six Sigma Yellow Belt Training Certificate  
(<https://www.6sigmacertificationonline.com>)
6. Please upload **relationship building communication program certificate**
7. Please upload **relational coordination program certificate**
8. **Team Coaching Teaching/Presentation Documentation** ([Click Here for Template](#) )
9. Evaluation of coach during site visit (if applicable). If you would like to submit this evaluation, please send your team a link to this survey  
([https://unh.az1.qualtrics.com/jfe/form/SV\\_5AogPJPU6ane3nE](https://unh.az1.qualtrics.com/jfe/form/SV_5AogPJPU6ane3nE)) and let us know below so that we can download your report and add it to your application. Only an aggregate report will be shared with you and individual submissions will remain anonymous.
  - I have sent the evaluation to my team. Please add my report to my application.
  - I have not sent the evaluation to my team.

**Senior Coach Level 1 Questions:** Displays if selected Senior Level 1 selected earlier in survey.

1. What is your most recent coaching credential?
  - Novice 1
  - Novice 2
  - Intermediate
  - I do not yet have a coaching credential but have the experience required to apply for a Senior Coach Level 1 coaching credential.
2. How many years have you coached clinical or supporting microsystem(s)? (4-5 years required for Senior Level 1)
3. Name of Microsystem #1 (12 required for Senior Level 1)
4. Start Date of Coaching for Microsystem #1 (month/year)
5. End Date of Coaching for Microsystem #1 (month/year)
6. Name of Microsystem #2
7. Start Date of Coaching for Microsystem #2 (month/year)
8. End Date of Coaching for Microsystem #2 (month/year)
9. Name of Microsystem #3
10. Start Date of Coaching for Microsystem #3 (month/year)
11. End Date of Coaching for Microsystem #3 (month/year)
12. Name of Microsystem #4
13. Start Date of Coaching for Microsystem #4 (month/year)
14. End Date of Coaching for Microsystem #4 (month/year)
15. Name of Microsystem #5
16. Start Date of Coaching for Microsystem #5 (month/year)
17. End Date of Coaching for Microsystem #5 (month/year)
18. Name of Microsystem #6
19. Start Date of Coaching for Microsystem #6 (month/year)
20. End Date of Coaching for Microsystem #6 (month/year)
21. Name of Microsystem #7
22. Start Date of Coaching for Microsystem #7 (month/year)
23. End Date of Coaching for Microsystem #7 (month/year)
24. Name of Microsystem #8
25. Start Date of Coaching for Microsystem #8 (month/year)
26. End Date of Coaching for Microsystem #8 (month/year)
27. Name of Microsystem #9
28. Start Date of Coaching for Microsystem #9 (month/year)
29. End Date of Coaching for Microsystem #9 (month/year)
30. Name of Microsystem #10
31. Start Date of Coaching for Microsystem #10 (month/year)
32. End Date of Coaching for Microsystem #10 (month/year)
33. Name of Microsystem #11
34. Start Date of Coaching for Microsystem #11 (month/year)

35. End Date of Coaching for Microsystem #11 (month/year)
36. Name of Microsystem #12
37. Start Date of Coaching for Microsystem #12 (month/year)
38. End Date of Coaching for Microsystem #12 (month/year)
39. How many years have you coached a mesosystem? (4-5 years required for Senior Level 1)
40. Name of Mesosystem #1 (12 required for Senior Level 1)
41. Start Date of Coaching for Mesosystem #1 (month/year)
42. End Date of Coaching for Mesosystem #1 (month/year)
43. Name of Mesosystem #2
44. Start Date of Coaching for Mesosystem #2 (month/year)
45. End Date of Coaching for Mesosystem #2 (month/year)
46. Name of Mesosystem #3
47. Start Date of Coaching for Mesosystem #3 (month/year)
48. End Date of Coaching for Mesosystem #3 (month/year)
49. Name of Mesosystem #4
50. Start Date of Coaching for Mesosystem #4 (month/year)
51. End Date of Coaching for Mesosystem #4 (month/year)
52. Name of Mesosystem #5
53. Start Date of Coaching for Mesosystem #5 (month/year)
54. End Date of Coaching for Mesosystem #5 (month/year)
55. Name of Mesosystem #6
56. Start Date of Coaching for Mesosystem #6 (month/year)
57. End Date of Coaching for Mesosystem #6 (month/year)
58. Name of Mesosystem #7
59. Start Date of Coaching for Mesosystem #7 (month/year)
60. End Date of Coaching for Mesosystem #7 (month/year)
61. Name of Mesosystem #8
62. Start Date of Coaching for Mesosystem #8 (month/year)
63. End Date of Coaching for Mesosystem #8 (month/year)
64. Name of Mesosystem #9
65. Start Date of Coaching for Mesosystem #9 (month/year)
66. End Date of Coaching for Mesosystem #9 (month/year)
67. Name of Mesosystem #10
68. Start Date of Coaching for Mesosystem #10 (month/year)
69. End Date of Coaching for Mesosystem #10 (month/year)
70. Name of Mesosystem #11
71. Start Date of Coaching for Mesosystem #11 (month/year)
72. End Date of Coaching for Mesosystem #11 (month/year)
73. Name of Mesosystem #12
74. Start Date of Coaching for Mesosystem #12 (month/year)
75. End Date of Coaching for Mesosystem #12 (month/year)
76. Have you completed a LEAN Yellow Belt Certification?
77. Year of completion of LEAN Yellow Belt Certification
78. Have you completed a LEAN Green Belt Certification?

79. Year of completion of LEAN Green Belt Certification
80. Have you completed a communication and relationships skills program?
- Attended Team Communication and Relationships Program
  - Attended a different communication and relationships program (please note below)
81. Year of completion of communication and relationship skills program
82. Have you completed a relational coordination program?
- Attended Relational Dimensions of Improvement and Change/RC Workshop
  - Attended a different relational coordination program (please note below)
83. Year of completion of relational coordination program
84. Please list examples of communication and relationship skills specific to proactive conflict engagement, effective communication and negotiation.
85. Are you certified in other specialty domains specific to improvement and systems i.e.: other coaching models, communication, relationships, relational coordination, leadership, and NCQA?
86. Please list certifications and years.
87. Please describe team coaching programs that you have overseen.
88. Please describe your mentorship experiences. (You will be asked to upload a Mentee Evaluation Worksheet later in this application.)
89. Please describe your involvement in team coaching networks.
90. Please describe your activity in web based social media, blogs and in-person and virtual learning sessions.
91. Please describe your participation in research about team coaching, leadership and improvement.
92. Have you been a co-coach? Please list the program and your co-coach partner.



### Required Submissions:

1. Please upload your CV or Resume. Click here for templates if needed  
<https://chhs.unh.edu/resume-cover-letter>
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8. Please upload **relationship building communication program certificate**
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10. **Team Coaching Teaching/Presentation Documentation** ([Click Here for Template](#))
11. **Please upload Mentee Evaluation Worksheet(s)**
12. Evaluation of coach during site visit (if applicable). If you would like to submit this evaluation, please send your team a link to this survey  
([https://unh.az1.qualtrics.com/jfe/form/SV\\_5AogPJPU6ane3nE](https://unh.az1.qualtrics.com/jfe/form/SV_5AogPJPU6ane3nE)) and let us know below so that we can download your report and add it to your application. Only an aggregate report will be shared with you and individual submissions will remain anonymous.
  - I have sent the evaluation to my team. Please add my report to my application.
  - I have not sent the evaluation to my team.
13. **Submit a portfolio** of team coaching experience including case studies demonstrating the team coaching model, process and outcome measures, specific team coaching strategies and dashboards for subgroups who have been coached (use template i [Outcomes and Measurement of Team Coaching](#)).

**An interview and observation is required to become a Senior Coach - Level 1.** We will follow up with you to schedule an interview.

**Senior Coach Level 2 Questions:** Displays if selected Senior Level 2 selected earlier in survey.

1. What is your most recent coaching credential?
  - a. Novice 1
  - b. Novice 2
  - c. Intermediate
  - d. Senior Level 1
  - e. I do not yet have a coaching credential but have the experience required to apply for a Senior Coach Level 2 coaching credential.
2. How many years have you coached clinical or supporting microsystem (at least 7 years required for Senior Level 2?)
3. Please provide a detailed description of microsystems coached including dates, contexts and location
4. How many years have you coached mesosystems (at least 7 years required for Senior Level 2?)
5. Please provide a detailed description of mesosystems coached including dates, contexts and location
6. Have you completed a LEAN Yellow Belt Certification?
7. Year of completion of LEAN Yellow Belt Certification
8. Have you completed a LEAN Green Belt Certification?
9. Year of completion of LEAN Green Belt Certification
10. Have you completed a LEAN Black Belt Certification?
11. Year of completion of LEAN Black Belt Certification
12. Have you completed a communication and relationships skills program?
  - Attended Team Communication and Relationships Program
  - Attended a different communication and relationships program (please note below)
11. Year of completion of communication and relationship skills program
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13. Year of completion of relational coordination program
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15. Are you certified in other specialty domains specific to improvement and systems i.e.: other coaching models, communication, relationships, relational coordination, leadership, and NCQA?
16. Please list certifications and years.
17. Please describe team coaching programs that you have overseen.
18. Please describe your mentorship experiences. You will be asked to upload Mentee Evaluations later in this application.
19. Please describe your involvement in team coaching networks.
20. Please describe your activity in web based social media, blogs and in-person and virtual learning sessions.

21. Please describe your collaboration and advisement of the Institute to develop materials, process and research.
22. Describe your participation in team coaching/improvement advisory groups.
23. Please describe your facilitation of independently facilitating and coordinate the team coaches in an improvement collaborative or organization.
24. Please list publications specific to team coaching, microsystem improvement, leadership development, outcomes and results and other topics related to population health, organizations, learning health systems in a variety of media.
25. Please list research as a member of a research team or individually about team coaching, leadership and improvement.
26. Have you been a co-coach? Please list the program and your co-coach partner.

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13. Evaluation of coach during site visit (if applicable). If you would like to submit this evaluation, please send your team a link to this survey  
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**An interview and observation is required to become a Senior Coach - Level 2.** We will follow up with you to schedule an interview.

**End**

**Before clicking SUBMIT below, please ensure that all of your answers on this page are complete and accurate. You will not be able to edit your responses.**

Thank you for submitting your application! You will receive a copy of your application in your email.

**DISPLAYS FOR THOSE WHO STILL NEED TO PAY:** Thank you for completing your application! This is the final page. Once you hit SUBMIT below you will be emailed a copy of your application.

**IMPORTANT NOTE:** Once you hit submit you will be taken to a payment page to login or create an account to pay for your credential application. If no payment is submitted, unfortunately we will not be able to review your application.