

## Georgia Coach Designation Application Guide

Thank you for your interest in becoming a designated Early Learning Coach in Georgia and congratulations on taking this next step in your coaching journey!

To apply, you must complete the Coach Designation Application. You will provide the designation level applying for, your educational background, and experience in training, early education and coaching. Additionally, you will need to submit the artifacts detailed below. This guide will support you in preparing the artifacts you'll need to submit along with your application. Please review Georgia's Early Learning Coach Competencies and the Early Learning Coach Designation Levels before using this guide or completing your application.

You will need to submit the following:

- **Written Coaching Agreement-** Submit an example coaching agreement that you've completed and used with a PBC (person being coached). One of these [sample templates](#) may be used but is not required.
- **Coaching Log-** Submit a completed [DECAL Coaching Log](#) that documents the coaching activities you have done in the last 24 months. The hours tracked should meet the required number of hours for the designation level for which you are applying. To use the log, download and save it to your device and then add your information. There are drop down menus to select the Coaching Activity and Duration. You can type in information for the other columns. The activity options are: Initial Conversation, Classroom Observation, Debrief/Reflection, Action Planning/Goal Setting, Data Collection, Modeling, Co-Teaching/Side by Side, Coaching Conversation, Video Recording, Feedback Conversation. This [sample DECAL Coaching Log](#) may be used for reference.
- **Written Reflection-** Select one of the following prompts and submit a written response that highlights your adherence to professionalism and ethics. (200 words or less).
  1. In what ways do you engage in professional and ethical behavior?
  2. How do you demonstrate a commitment to ongoing professional learning?
  3. How do you use evidence-based strategies for working with adults?
- **Coaching Video-** *For Professional or Master levels.* Submit a video of an actual coaching conversation between yourself and a PBC. This is an opportunity for you to demonstrate competence in at least one coach competency- Building Relationships, Communicating Effectively, Facilitating Learning and Change or Monitoring Progress or Assessing Outcomes. Download and save the [DECAL Coaching Fidelity Form](#). Complete the top of the form indicating the coach competency focus and coaching focus that are demonstrated in the video and include this with your video submission. A DECAL assessor will complete the rest of the form and have the option to add notes as they observe your video. Videos should not be longer than 12 minutes.
- **Professional Learning Experiences Documentation-** Submit documents that verify coaching-related professional learning that you have received. Documentation should include certificates that verify your attendance or completion of these activities.
- **Resume-** Your resume should illustrate your experience in early childhood education.
- **Letters of Recommendation-** These can be written by a PBC, manager, director, coach or colleague who can address your commitment to and professional abilities related to coaching. Two letters are required for the self-study level. Three letters are required for all other levels and at least one of them must be from a PBC.

