

Structure of Training Programs

All training programs are different. Consider the differences even within ACTPs (full Certification Training): length of the program, teaching mode, configuration of the classes, can all be different based upon the program's design. Be aware of what is important to you in your training, and prioritize those factors to help you decide which program might best fit into your schedule and learning mode.

- **Class Configuration:** Consider how the classes will be held. Find out:
 - Number of students in each class, and trainer to student-ratio
 - How the class is presented: Mostly lecture, very experiential or a combination?
 - Location of face-to-face classes (see *Training Mode* below)
 - What technology you will need to access classes and recordings
 - What books are needed
 - What other expenses such as books, transcription fees, etc.

- **Timing and Length:** Look into timing factors to see how it fits in your schedule:
 - How are the classes given: several full days in a row, once a month, once a week, whenever the student wants, etc.?
 - How long is each class: a full day, 1 hour, etc.?
 - How long does it take to graduate? Some ACTPs might take 6 months, others a full 3 years.
 - When is the next available class going to be held?

- **Faculty:** Research the program's faculty to gauge the level of professionalism:
 - The program should have at least one MCC on faculty. Trainers should hold a credential, preferably PCC or MCC, as you want them to be experienced coaches. You should interview one or all of the faculty you'll be working with to ensure you like their style.

- **Training Mode:** There are three types of training modes:
 - **Virtual:** Online training via web meetings. Of these, there are two types:
 - *Synchronous:* The trainer and student are both present during the training, with frequent give and take.
 - *Asynchronous:* training has been recorded. The student takes the training on his/her own, then must debrief with a trainer to receive credit.
 - **In Person:** classes are real-time, face to face.
 - **Hybrid:** a blend of virtual and in-person training. This could entail some number of in-person classes supplemented by virtual training.

- **Exposure/Diversity:** Find out how the program addresses diversity, culture, power, etc:
 - Does the training program address diversity and culture? How?
 - Does the training program 'speak your language'?
 - Do you feel respected and cared about by the training program representatives?

- **Cost:** You should choose the best program that fits into your budget:
 - What financing options are available?
 - Does the program offer tuition assistance, scholarships or budget plans?
 - How flexible is their payment plan?