# **Level Up Indiana: Employment Specialist Initiative**

# **Coaching Network Application Overview**

In addition to formally expressing interest in participating in the Coaching Network by submitting the online form, applicants will also need to provide the following documentation. A representative from the Level Up Indiana: Employment Specialist Initiative will reach out to you to confirm the following details within two to three days of receiving your application:

1. Confirming experience in employment services. Coaches must meet one of the following requirements:
	* [Certified Employment Support Professional ™ (CESP)](https://apse.org/cesp-central/)  status and three years of experience in employment services
	* At least five years of experience in employment services
	* At least five years of experience in the subject matter they wish to coach on, if it is not employment services.
2. At least one year of experience successfully providing mentoring, coaching, or guidance

Applicants will also be prompted to send associated documentation demonstrating their proof of experience, and support of their employer.

1. Proof of experience in employment services, or area of interest. Coaches must meet one of the following requirements:
	1. [Certified Employment Support Professional ™ (CESP)](https://apse.org/cesp-central/)  status and three years of experience in employment services
	2. At least five years of experience in employment services
	3. At least five years of experience in the subject matter they wish to coach on, if it is not employment services.
2. A letter of support from their employer that outlines:
	1. Agreement and support for the coach to participate in the network as the coach.
	2. The employer will use a portion of the funds to increase financial compensation to the coach.
	3. The coach will use virtual platforms approved by the employer for coaching.
	4. The employer supports learners observing the coach during employment services as a learning opportunity.
	5. The employer will hold the contract for coaching.
3. At least three examples demonstrating their expertise in each area they wish to coach in
4. At least two references, with contact information, who can validate and recommend the expertise of the coach.