



Book Coach Certification: Fiction

Program Syllabus

Instructor Information

Instructor	Email	Location
Jennie Nash, the Author Accelerator team	contact@authoraccelerator.com	Virtual

General Information

Description

The Author Accelerator Book Coach Certification: Fiction program offers you a self-paced online course you can access from anywhere. Complete more than 100 hours of training and apply for certification within 9 months. Students will learn editorial and client-management strategies, get hands-on practice working with real clients, receive access to proven tools and resources to help your clients succeed, enjoy written support in our private student community and live training calls with our coach management team.

Expectations

- You must complete the course requirements and apply for certification within 9 months of your enrollment in the program. (In the event of extenuating life circumstances, you may apply for a 3-month extension before your 9-month deadline.)
- As part of your program fee, you will receive one certification application review and, if necessary, one Revise & Resubmit review. If a second Revise & Resubmit review is necessary to meet the requirements of certification, there is an additional \$500 fee.
- Please review our Course Terms of Use [HERE](#). This document outlines our refund policy and other key terms. You will be required to accept these Terms of Use upon enrollment in the course.

Course Materials

Required Materials

- Computer, laptop or tablet
- Internet connection to access our online course portal. Lessons are delivered via video recordings, with the option of captions. There is a searchable transcript of all lessons and a 150+ page workbook with all necessary links and exercises.
- Notebook or note-taking materials
- Software to record practicum calls (such as Zoom)
- Books and other reading materials (*required reading provided upon enrollment*)

Optional Materials

The program includes optional resources for growing your business. More than a dozen great books, podcast episodes, webinars, and articles on coaching, editing, and entrepreneurship can be found throughout the program.

Program Outline

Part	Topics	Description	Supporting Materials
Welcome	Welcome. Join the Community, Gather Key Resources, How the Course Works, Set Yourself Up for Success, Criteria for Certification	Students join our private Mighty Networks community and get connected with our support team. They learn the resources available to them and get a feel for how the course will unfold.	Student Success Guide, Calendar Planning Guide, Glossary of Terms, Required Reading Guide, Course Workbook, Course Transcript
Part 1	The Fundamentals of Book Coaching. Lessons include How to Give Effective Editorial Feedback, How to Edit More Efficiently, How to Deliver Appropriate Emotional Support, How to Manage a Book Coaching Project, How to Design a Client Intake Process, How to Identify Red Flag Clients, Managing Your Time and Energy	Students learn the fundamentals of book coaching and what exactly a book coach does. Each lesson includes video instruction (with captions and transcript), practice exercises, case studies, worksheets, templates, guides, and more.	The Big 5 Editing Skills, The Hierarchy of Editorial Concerns, The Stoplight Strategy Worksheet, The SLICE Method Checklist, The Good to Great Chapter Checklist, The Editorial EQ Test, The Universe of Support, the Ideal Client Profile
Part 2	Starting a Story from Scratch: Blueprint for a Book. Lessons include Understanding Story Structure, Questions of POV, Questions of Elapsed Time,	Students learn the 14-step Blueprint framework to help a writer get their ideas out of their head and onto the page. Each lesson includes video	<i>Blueprint for a Book: How to Write a Novel From the Inside Out</i> (Jennie Nash's book), Genre Definition Cheat Sheet, the Inside Outline, The 10-Point Inside Outline

	Where the Story Starts and Where it Ends, and the Cause-and-Effect Trajectory.	instruction (with captions and transcript), practice exercises, case studies, worksheets, templates, guides, and more.	Checklist, The Worldbuilding Template.
Part 3	Practicum 1: Coaching the Blueprint. Lessons include How to Find Right-Fit Clients, How to Evaluate the Blueprint, How to Conduct a Coaching Call, What Can Go Wrong With a Coaching Call (and What to Do About It), How to Write an Effective Editorial Letter	Students seek out and select a writer to work on the Blueprint and then coach the writer through both written feedback and a live video call. Written work and the video recording are captured for the certification application.	The 5 Rules of Engagement, Client Intake Q&A, PDF of <i>Blueprint for a Book</i> to share with writers, Blueprint Worksheet, Discovery Call Template, Coaching Call Template, email templates to send to clients for each step of the process, Editorial Letter Template, Certification Rubric
Part 4	Meeting Clients Where They Are: Manuscript Evaluation. Lessons include The 6 Common Manuscript Mistakes and How to Fix Them, Evaluating a Manuscript: A 5-Part Framework, How to Write an Effective Editorial Letter	Students learn valuable tools for effectively and efficiently evaluating an entire manuscript and making a revision plan. Each lesson includes video instruction (with captions and transcript), practice exercises, case studies, worksheets, templates, guides, and more.	The One Page Big Picture Manuscript Review, The Mini Blueprint.
Part 5	Practicum 2: Evaluating a Manuscript. Lessons include How to Conduct a Coaching Call, How to Write an Effective Editorial Letter	Students seek out and select a writer to work on a Manuscript Evaluation, and then coach the writer through both written feedback and a live video call. Written work and the video recording are captured for the certification application.	Client Intake Q&A, Discovery Call Template, Coaching Call Template, email templates to send to clients for each step of the process, Editorial Letter Template, Certification Rubric
Part 6	Understanding the Marketplace: The Agent Pitch. Lessons include Navigating the Path to Publishing, The Agent's Role in the Publishing Landscape, How to Research Agents, 5 Steps to Developing a Pitch Strategy, How to Write a Query Letter, How to Develop a Synopsis, The Rejection Audit	Students learn how to help a writer prepare to pitch by guiding them in the development of pitch materials (query letter and synopsis), an agent pitch list, and a pitch strategy. Each lesson includes video instruction (with captions and transcript), practice exercises, case studies, worksheets, templates, guides, and more.	Query Workbook, Synopsis Workbook, How to Research Agents, What to Ask an Agent
Part 7	Practicum 3: Coaching the Pitch. Lessons include How to Conduct a Coaching Call, How to Write an Effective Editorial Letter	Students seek out and select a writer who is ready to pitch and then coach the writer through both written feedback and a live video call. Written work and	Client Intake Q&A, Discovery Call Template, Coaching Call Template, email templates to send to clients for each step of the process, Editorial Letter

		the video recording are captured for the certification application.	Template, Certification Rubric
Part 8	Applying for Certification. How We Evaluate Your Application, Revise & Resubmit Requests, You're Certified: Now What?	Students learn how to compile documents and submit their application for certification.	Certification Rubric, Tier 1 and Tier 2 Certified Coach Community Membership Plans, What to Do While You Wait for Your Certification Decision

Practicum Schedule

Fiction students must complete three practicums in order to be considered for Book Coach Certification. You may complete the practicums at any time during the program. However, we offer this suggested timeline:

Practicum	When to Complete	Est. Time
1 – Coaching the Blueprint	After completing Parts 1 and 2 of the program	1 month
2 – Evaluating a Manuscript	After completing Part 4 of the program	2 months
3 – Coaching the Pitch	After completing Part 6 of the program	1 month

Applying for Certification

You may apply for Book Coach Certification at any time within 9 months of enrolling in the program. You may request a 3-month extension for extenuating life circumstances, but this request must be made before your 9-month deadline.

When you are ready to apply, you will fill out an online application that asks you a few questions about your experience in the program and instructs you to upload your practicum documents. You can expect to hear from our certification team with your results and next steps within 6 weeks.

If you do not earn certification the first time, we will request that you revise and resubmit your certification materials to meet the standards of certification. You may reapply at no additional charge. Should you require a second Revise & Resubmit, you will be subject to a \$500 review charge.

Support During Your Certification Program

Upon enrolling in the program, students are granted access to our Mighty Networks community platform. You can ask written questions at any time and our coaching management team will reply, usually within one business day. You will be invited to live events hosted by Author Accelerator staff and the community, including:

- Welcome call (held every month)
- Weekly “Coaches Exchange” informal chat with other students and certified

coaches

- Monthly training sessions with the Author Accelerator Certification Team
- Special sessions with Author Accelerator Founder and CEO Jennie Nash

What Happens After Certification?

Once certified, you must enroll in our Certified Coaches' Community to maintain your certification. You can join the Community at **Tier 1** (\$15 USD/month), which includes the following benefits:

- Advertise yourself as an Author Accelerator certified book coach
- Join chats and working sessions with our staff and fellow coaches
- Use Author Accelerator tools and resources with your clients, including the *Blueprint* books
- Join our public, searchable coach directory to get new clients
- Become an affiliate for our Book Coach Certification program
- Connect with other coaches in our online Mighty Network
- Be eligible to teach and coach in volunteer and paid opportunities
- Come together with our whole community for biannual Town Hall meetings
- Start designing your dream business with our Book Coaching Business Start-Up Kit

You may opt into **Tier 2** of our Certified Coaches' Community for \$50 USD/month at any time. You will receive everything in Tier 1, plus:

- Our Book Coaching Business Level Up Kit to build and launch your business
- A monthly Business Accountability call to check in with your fellow Tier 2 coaches and share your goals in breakout sessions focused on pricing, marketing, systems and process, and mindset. This call includes Hot Seat Coaching.
- Coaches Teaching Coaches events, where you can learn from fellow coaches and share your expertise.
- Showcase your courses, presentations, special offers, and events on our blog and social media channels.

You may also opt into master classes on special topics for an additional fee, which vary. Example master classes include:

- The 3D Revision Plan (\$899 USD)
- Our annual 3-day virtual Goal-Setting Retreat (\$150 USD)
- How to Lead an Inside Outline Workshop (\$399 USD)

Your Investment

Here is a breakdown of the costs associated with the certification program:

Item	One-Time Payment Cost	Payment Plan Cost
Book Coach Certification: Fiction	\$3,600 USD	\$1,260 USD / month for 3 months
Reading materials	Approx. \$120 USD	
Certification application	Free	
Revise & Resubmit review (<i>if necessary</i>)	Free for the first review; \$500 USD for subsequent reviews	
Certified Coaches' Community: Tier 1 <i>Enrollment in the Community is required to maintain certification.</i>		\$15 USD / month
Certified Coaches' Community: Tier 2 <i>You may opt into Tier 2 instead of Tier 1 at any time. Coaches are not charged for Tier 1 and 2 simultaneously.</i>		\$50 USD / month
Masterclasses and special events for certified coaches	Fees vary	

How to Get Started

- [Click here](#) to start the enrollment process.
- Please review our Course Terms of Use [HERE](#). You will be required to accept these Terms of Use upon enrollment in the course.

Have Questions?

- [Click here](#) to visit our FAQ page
- Email us at contact@authoraccelerator.com