

# PSD2/PSA File Submission Checklist

Before you submit your recording, you must review this list and be sure that your files meet the requirements outlined in the [PSD/PSA Guidebook](#). Submissions that do not meet the requirements may be rejected.

## VIDEO FILE REVIEW

- My video contains a complete coaching session. *Note: a complete coaching session means engaging to closing. The session cannot be an excerpt and the recording cannot be edited.*
- I understand that my PSA submission will be rejected if my video is over 30:00 minutes.
- My video is in “gallery” view, meaning you can see my face and my client’s face at the same time (side by side) for the entire video.
- The audio is clear and easy to understand for both the coach and client, throughout the video.
- My client is not someone I know well or interact with regularly (friend, family member, or coworker), or someone with a background in coaching (coach or past/present student of a coach training program).
- My video file is named using the following format:  
MyLastName\_MyFirstName\_PSD2.mp4 or MyLastName\_MyFirstName\_PSA.mp4

## TRANSCRIPT FILE REVIEW

- I have ordered the “Standard” level from TranscribeMe and have reviewed it for accuracy.
- My transcript includes speaker IDs and timestamps.
- My transcript is in the Microsoft Word format (.doc or .docx).
- My transcript file is named using the following format:  
MyLastName\_MyFirstName\_PSD2\_transcript.doc or MyLastName\_MyFirstName\_PSA\_transcript.doc

## WAIVER FILE REVIEW

- I have used the waiver form provided by Kresser Institute.
- My client has filled out and signed the form.
- My waiver is in a PDF or image format (.pdf, .jpg, .jpeg, .png).
- My waiver file is named using the following format:  
MyLastName\_MyFirstName\_PSD2\_waiver.pdf or MyLastName\_MyFirstName\_PSA\_waiver.pdf