

## CCE Certificate Guidelines

### The CCE Advantage

Congratulations on the accreditation of your coach training program. Students who complete your Continuing Coach Education (CCE) program will be able to use these credits toward the renewal requirements of an International Coach Federation (ICF) credential.

### Requirements for Notification Given to Students

You should send students a certificate or letter documenting completion of the CCE program. This certificate or letter should include the following information:

1. The name of the organization
2. The name of the CCE program
3. The student's name
4. The number of training hours completed by the student in the area of Core Competencies
5. The number of training hours completed by the student in the area of Resource Development
6. The date of completion
7. The signature of the university dean, administrator of the program, director of training, or owner of the program
8. Optional: Include the CCE Logo

### Requirements for Notification Given to Students Who Do Not complete the full program

The ICF CCE designation applies only to the complete program that has been accredited. However, students may take portions of a CCE program and apply this training towards the renewal of an ICF credential.

If a student completes a portion of the program, you may give the student credit for the approved hours. To give credit for a portion of the program, you should send the student a certificate or letter that includes the following information:

1. The name of the organization
2. The name of the module or class that has been completed
3. The student's name
4. The number of training hours completed by the student in the area of Core Competencies
5. The number of training hours completed by the student in the area of Resource Development
6. The date of completion of the hours
7. A statement on the certificate or letter that this is a portion of the full CCE program and provide the name of that CCE program
8. The signature of the university dean, administrator of the program, director of training, or owner of the program
9. Optional: Include CCE logo

### Other Programs within Your Organization

If your organization offers other programs that are not part of the CCE, you may not use the CCE designation or logo in any way in connection with these programs.