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# 2017 International Coach Federation Credential Renewal Application

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## PLEASE NOTE:

This application is only valid if your credential expires December 31, 2017.

## Credential Renewal Requirements

ICF maintains high standards for professional coaches worldwide and requires that credentials be renewed every three years. Renewal of the credential demonstrates your commitment to the professional standards in the coaching field, and to your own continued growth and education.

### The following requirements apply to all ACC, PCC and MCC Credential renewals:

- A total of 40 hours of Continuing Coach Education (CCE) that have been completed in the three years since the initial award of your credential or since your last renewal. CCEs are divided into two categories; Core Competencies and Resource Development.
- Of the 40 hours, at least 24 of the hours must be content that is specific to developing your skills with the ICF Core Competencies and/or Code of Ethics. Advanced coach training, writing or research directly related to ICF Core Competencies is considered **Core Competencies CCE**.
- The remaining 16 hours may come from content that contributes to your work as a coach. Training, writing, research or self-study outside of the ICF Core Competencies that contributes to the professional development of a coach is considered **Resource Development CCE**.
- Demonstrate completion of at least three (3) Continuing Coach Education (CCE) units in the area of **coaching ethics**.

### Additional Requirements for ACC Renewal:

Those wishing to renew an ACC Credential are also required to complete an additional 10 hours of mentor coaching above those required for the initial credential. This requirement is intended to promote continued growth as a coach and to help you move to the next level of credentialing. The following requirements apply:

- The mentor coaching must have been completed in the three years since the initial award of your credential or since your last ACC Credential renewal.
- The mentor coaching must be provided by an ICF Credentialed Coach and take place over a three month or longer period of time.
- A minimum of 3 of the 10 mentoring hours must be one-on-one coaching with the mentor. Group coaching may count for a maximum of 7 hours towards the mentoring requirement. The group being mentored may not consist of more than 10 participants.

## Submission Information

- This credential renewal application is due for submission by December 31, 2017.
- Applications submitted after this date may be subject to additional requirements.

- Applications will not be accepted via email, fax or hard copy.
- Incomplete applications will not be reviewed.
- If you would like to upgrade to another credential level, the online application for that credential will have to be submitted. It is not possible to upgrade via a credential renewal application. If you are interested in upgrading your credentials, please [click here](#).

## Accepted Sources of CCE

### I. ICF Approved Training

Training Activity	Required Supporting Documentation
CCE hours delivered by an ICF Chapter.	Certificate issued from the chapter with name of the event/class, date, amount and type of CCE.
CCE hours delivered by an approved ICF provider.	Certificate, letter or email on letterhead issued from the provider with the name of the event/class, date, amount and type of CCE.
CCE hours delivered during an ICF Regional or Global Conference.	Certificate or passport issued from ICF with the name of the event/conference, date, amount and type of CCE.
Training hours from an ICF ACSTH or ACTP program.	Certificate, letter or email on letterhead issued from the provider with the name of the event/class, date, and amount of each specific training hours.
Special projects and activities approved in advance by the ICF.	Dependent upon the agreement made with ICF staff when your special project or activity is approved.

### II. Other Training

Training Activity	Required Supporting Documentation
Training that has not been approved in advance by the ICF involving live, voice-to-voice interaction between instructors and students.	Certificate, letter or email on letterhead issued from the provider with the name of the event/class, date, and amount of training hours completed, as well as documentation to demonstrate the course curriculum and method of delivery (course syllabus, summary, student or instructors manual, and any handouts or course materials that provide a detailed description of the curriculum).
Serving as an instructor of ICF Approved Training.	Letter from your supervisor on the training organization's letterhead with the name of the course, date, and amount of hours taught. <b>NOTE:</b> You may only claim the number of hours taught for a one time delivery of content.
Serving as a Mentor Coach and/or supervisor.	Letter including the client name, contact information, dates and number of hour completed.
Being Mentored by an ICF Credentialed Coach on the ICF Core Competencies.	Provide ICF Mentor Coach name, email, credential level, start and end date of mentoring, and total number of hours mentored.
Obtaining Coaching Supervision to engage in reflective dialogue and collaborative learning for the development and benefit of your coaching skills.	Provide Coaching Supervisor's name, email, start and end date of Supervision, and total number hours of Supervision. <b>NOTE:</b> Peer to peer supervision will not be accepted.
Developing training curriculum that has been submitted to ICF for approval as a CCE, ACSTH or ACTP program.	Provide the date the training was submitted to the ICF for review.
Published writing.	Documentation verifying the publishing date. <b>NOTE:</b> We cannot accept time spent writing social media postings (i.e., Facebook, Twitter, LinkedIn, etc).
Published Peer-reviewed research.	Documentation verifying the publishing date.

**III. Self-Paced Courses and Other Self-Study**

Limited to 16 hours in the area of Resource Development

Training Activity	Required Supporting Documentation
Non-Coach Specific Training (training outside of ICF Core Competencies that contribute to your personal or professional development as a coach).	Certificate, letter or email on letterhead issued from the provider with the name of the event/class, date, and amount of hours completed.
Activities unrelated to ICF Core Competencies, including reading, writing, research and other experiences.	Summary information of your activities and how they contributed to your development as a coach.
Archived Virtual Education Sessions (for ICF Global Members only).	The name of the session and date completed in the self-study section of the renewal application.
ICF Approved training within an ACTP or ACSTH program completed as Self-Study.	Certificate, letter or email on letterhead issued from the provider with the name of the event/class, date, and amount of hours completed.
Special projects and activities approved in advance by the ICF.	Dependent upon the agreement made with ICF staff when your special project or activity is approved.

**Applicant Information****Full Name \***

First Name

Last Name

**ID Number for ICF Members (Member ID)****Email \***ex: myname@example.com **Address \***

Street Address

Street Address Line 2

City

State / Province

Postal / Zip Code

Please Select ▼

Country

**Phone number****Credential Level Renewing \***

- ACC  
 PCC  
 MCC

**Date credential was awarded (If you do not know, you may leave blank)**

Month Day Year

**Pursuant to the Canadian Anti-Spam Law (CASL) and the European Union General Data Protection Regulation (GDPR), ICF is seeking your express consent to have your electronic personal information stored on our system and receive regular information regarding ICF Credentialing and information pertaining to the ICF Network. If you decide that you don't want to receive content from the ICF Network any longer, please note that we may still be required to send you emails regarding factual, transactional and/or servicing information in connection with products or services that we are providing to you that is inherent to your ICF Credential and/or credential application. Please also note, by virtue of an ICF Credential, one's full name, current country, membership status (if applicable), and credential level will be displayed to the public for verification purposes. \***

- Yes, I opt-in and hereby give my express consent to have my electronic information stored via ICF and to receive emails from ICF Headquarters regarding my Credentials and communications regarding ICF programs and services. I hereby acknowledge ICF's disclosure and my understanding that I have the right at any time to opt-out or unsubscribe from the receipt of any future emails from ICF Headquarters.
- No, I do not consent to receive emails regarding my from ICF Headquarters or any information regarding ICF programs and services, but do acknowledge by virtue of my status as an ICF credential applicant and/or credential holder that ICF will have to store my personal data on their systems and communicate factual, transactional and/or servicing information in connection with products or services that ICF is providing to me and that is inherent to my ICF Credential.

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## Terms and Conditions

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**By checking this box, you have agreed to the terms and conditions listed below.**

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- I agree to the Terms and Conditions

- I understand that the application fee is non-refundable once submitted. In the event of a medical emergency, we will consider a refund minus a \$50 administrative fee.
- To my knowledge I have no pending Ethical Conduct Review (ECR) complaints against my persons, further I am not currently under or subject to investigation,

sanctions or remedial action by ICF for a violation of the ICF Code of Ethics.

- I have read, acknowledge and agree to abide by the ICF Code of Ethics.
- I give permission for ICF to verify my documentation. I understand that ICF will keep all information confidential.
- I release any individual from any previous bond of confidentiality, whether explicit or implied, for the purpose of validating my qualifications for Credential Renewal.
- I agree to honor the rules and regulations of the International Coach Federation's Credentialing Process.
- As the applicant, it is my responsibility to communicate and validate my qualifications to clearly show that I meet or exceed each of the requirements appropriate for the Credential Renewal for which I am applying.
- I agree that ICF may change or modify the rules governing Credentialing at any time.
- I will abide by all decisions of ICF regarding credentials.
- I acknowledge that ICF has the right to revoke a Credential for violations of the ICF Code of Ethics and to inform the public of such decisions.

## Continuing Coach Education (CCE)

**By checking this box, you verify completion of at least three (3) Continuing Coach Education (CCE) units in the area of coaching ethics. \***

I have completed at least three (3) Continuing Coach Education (CCE) units in the area of coaching ethics.

**Please enter the date in which you completed three (3) Continuing Coach Education (CCE) units in the area of coaching ethics. \***

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Month Day Year

## CCE Log

Complete the CCE log below by entering the number of CCE hours you are submitting for your credential renewal.

	Core Competency	Resource Development
ICF Approved Training	<input type="text"/>	<input type="text"/>
Other Training	<input type="text"/>	<input type="text"/>
Self-Study (resource development only)		<input type="text"/>

Total Hours	<input type="text"/>	<input type="text"/>
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## ICF Approved CCE

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**Upload supporting documents for ICF approved CCE that you have completed in the areas of Core Competencies or Resource Development.**

Upload a File

Please wait until all documents are uploaded, before moving on to the next section of this application.

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## Other Training CCE

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**Upload supporting documents for the Other Training CCE that you have completed in the areas of Core Competencies or Resource Development.**

Upload a File

Please wait until all documents are uploaded, before moving on to the next section of this application.

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## Self-Study and Resource Development CCE

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**Describe the Self-Study CCE activities that you have completed in the areas of Resource Development.**

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I have obtained the consent from each mentor coach listed below to share their name and contact information with the ICF for credentialing purposes. I understand if I provide the personal information of a mentor coach without obtaining written consent to store and share their information and/or if I provide inaccurate or fraudulent information as part of my credentialing application, that I may be subject to denial and/or revocation of an ICF credential and may be prohibited from applying for an ICF credential for up to five (5) years. \*

- Yes, I have obtained written consent from each mentor coach listed below to share their name and contact information with the ICF for credentialing purposes.

Thank you for completing your ICF Credential Renewal application. Credential Renewal applications will be processed in the order in which they are received. You will receive an email when your Credential Renewal review is complete. Please click the "Submit" button below to send your application to ICF.

**\*\*Please Note\*\***

Your application could take up to fifteen minutes to submit. This could depend on the amount of documents that you have uploaded and your internet connection.

Submit

 Print Form