**2019 ICF Global Circle of Distinction Program**

**Nomination Worksheet**

ICF has created this worksheet for you to use as you prepare your nomination for the 2018 ICF Global Circle of Distinction program.

***Please note that this is only to be used as a worksheet. ICF will only accept nominations submitted via the online platform. The online platform will be accessible at coachfederation.org/circle-of-distinction from February 13–April 3, 2019, at 2 p.m. (New York).***

**Terms and Conditions**

Terms and Conditions of the Circle of Distinction program are as follows. ***Please review carefully before submitting a nomination form.***

* The ICF Circle of Distinction is open to ICF Members in good standing who hold an ICF Professional Certified Coach (PCC) Credential or higher. If a nominee's Membership and/or Credential lapses during the nomination, selection or recognition process, he or she may be disqualified from consideration.
* Self-nominations for the Circle of Distinction are not accepted. All Circle of Distinction nominations must be submitted by a peer or colleague of the nominee.
* Current members of the ICF Global Board of Directors are not eligible for consideration.
* Past Circle of Distinction inductees are not eligible for consideration.
* ICF Global will not consider multiple nominations for the same individual. If multiple nominations of the same individual are in progress, ICF HQ staff will reach out to nominators and propose alternative solutions.
* The nominator must provide names and email addresses for two additional individuals who are willing to complete a letter of reference form regarding the nominee. ICF HQ will send these individuals automatically generated emails with links to complete the reference forms. ***You may not provide the name and email address of the nominee or nominator in these fields.***
* All nominations and supporting letters must be submitted in English.
* Nominees who are selected as finalists will be required to participate in a ***60-minute interview via the Zoom teleconferencing platform***. (If Zoom is not available in the finalist’s country, ICF HQ staff will work with them to identify an appropriate alternative.) ***Interviews will take place June 17–28, 2019.*** All interviews will be conducted in English, although reasonable accommodations will be made to provide translation support if needed.
* Finalists who are invited to join the Circle of Distinction should plan to attend ***ICF Converge 2019, which will take place October 23–26, 2019, in Prague, Czech Republic***. ICF will provide a complimentary conference registration for all Circle of Distinction inductees, as well as a stipend to offset the cost of airfare and hotel accommodations.
* All Circle of Distinction members will be required to consent to provide ICF with additional information about their coaching career and biography that may be published in future press releases, testimonials, ads, marketing materials and/or case studies.

**Nominator Information**

First Name Click or tap here to enter text.

Last Name Click or tap here to enter text.

Email Address Click or tap here to enter text.

Telephone Number Click or tap here to enter text.

**Nominee Information**

Name of Nominee Click or tap here to enter text.

Email Address Click or tap here to enter text.

Telephone Number Click or tap here to enter text.

Mailing Address Click or tap here to enter text.

Is the nominee a current ICF Member in good standing? Click or tap here to enter text.

Which ICF Credential does the nominee hold? Click or tap here to enter text.

**Impact on and Contributions to the Profession**

Discuss how the nominee has contributed to the coaching profession over the course of his or her career. (400 words or less)

Click or tap here to enter text.

**Career Achievements**

Discuss the nominee’s career achievements to date. (400 words or less)

Click or tap here to enter text.

**Impact on and Contributions to ICF**

Describe how the nominee has contributed to and been a leader in ICF over the course of his or her career. Examples include but aren’t limited to local, regional and/or global board activity; committee/task force involvement; other volunteerism; presentations at local, regional and/or global ICF events; and articles written for ICF publications. (400 words or less)

Click or tap here to enter text.

**Thought Leadership**

What has the nominee done that positions him or her as a thought leader for the coaching profession? Examples of thought leadership activities include but aren’t limited to books, articles, columns, research papers, seminars, workshops, keynotes, blogs and podcasts. (400 words or less)

Click or tap here to enter text.

**Core Values**

Describe and/or provide examples of how the nominee embodies ICF’s four core values:

* Integrity (200 words or less) Click or tap here to enter text.
* Excellence (200 words or less) Click or tap here to enter text.
* Collaboration (200 words or less) Click or tap here to enter text.
* Respect (200 words or less) Click or tap here to enter text.

**File Upload**

As part of the nomination process, you will be required to upload the nominee’s resume or CV.

*Because ICF’s online awards platform uses Dropbox for file uploads, nominators based in China may not be able to complete this step. If this is the case for you, please contact Abby Heverin at* *abby.heverin@coachfederation.org* *or +1.859.219.3529 for assistance.*

**Letters of Reference**

As part of the nomination process, you will be required to enter the names and email addresses of two (2) individuals who are willing to complete a reference form attesting to the nominee’s qualifications for the Circle of Distinction. ICF HQ will send these individuals an automatically generated email with a link to complete a reference form.

We will ask them to respond to the following prompts:

* Discuss how the nominee has contributed to the coaching profession over the course of his or her career. (400 words or less)
* Discuss the nominee’s career achievements to date. (400 words or less)
* Describe how the nominee has contributed to and been a leader in ICF over the course of his or her career. Examples include but aren’t limited to local, regional and/or global board activity; committee/task force involvement; other volunteerism; presentations at local, regional and/or global ICF events; and articles written for ICF publications. (400 words or less)
* What has the nominee done that positions him or her as a thought leader for the coaching profession? Examples of thought leadership activities include but aren’t limited to books, articles, columns, research papers, seminars, workshops, keynotes, blogs and podcasts. (400 words or less)
* Describe and/or provide examples of how the nominee embodies ICF’s four core values:
	+ Integrity (200 words or less)
	+ Excellence (200 words or less)
	+ Collaboration (200 words or less)
	+ Respect (200 words or less)

*Please note that, for a nomination package to be considered complete, these individuals must complete and submit their reference forms by April 3, 2019, at 2 p.m. (New York).*