





























**professional standards as well as establishing the coaching agreement:**

0/500

**Number of synchronous hours for this specific content:**

ex: 23

**Number of synchronous hours for this specific content:**

ex: 23

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## Co-Creating the Relationship

Establishing trust and intimacy with the client by creating a safe, supportive environment that produces ongoing mutual respect and trust. Establishing a coaching presence by being fully conscious and creating spontaneous relationships with clients, employing a style that is open, flexible and confident.

**Please briefly explain how the training program addressed establishing trust and intimacy with clients as well as establishing a coaching presence:**

0/500

**Number of synchronous hours for this specific content:**

ex: 23

**Number of asynchronous hours for this specific content:**

ex: 23

## Communicating Effectively

Actively listening by focusing completely on what the client is saying and is not saying, understanding the meaning of what is said in the context of the client's desires and supporting client self-expression. Asking powerful questions that reveal the information needed for maximum benefit to the coaching relationship and the client. Communicating effectively during coaching sessions, and using language that has the greatest positive impact on the client by using direct communication.

**Please briefly explain how the training program addressed active listening, powerful questioning and direct communication:**

0/500

**Number of synchronous hours for this specific content:**

ex: 23

**Number of asynchronous hours for this specific content:**

ex: 23

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## **Facilitating Learning and Results**

Creating awareness by integrating and accurately evaluating multiple sources of information, and making interpretations that help the client to gain awareness and thereby achieve agreed-upon results. Designing actions by creating with the client opportunities for ongoing learning during coaching and in work/life situations, and for taking new actions that will most effectively lead to agreed-upon coaching results. Developing and maintaining an effective coaching plan with the client. Managing progress and accountability by holding attention on what is important for the client, and leaving responsibility with the client to take action.

**Please briefly explain how the training program addressed creating awareness, designing actions, planning & goal setting and managing progress & accountability:**

0/500

**Number of synchronous hours for this specific content:**

ex: 23

**Number of asynchronous hours for this specific content:**

ex: 23

## **Coaching Practice**

**Were you given the opportunity to practice coaching while attending this program and receive feedback from a faculty member?**

- Yes
- No

**Please Provide a brief description of the coaching practice that took place in this training program:**

0/1000

## **Supporting documents for non-approved training**

In support of the information submitted in the previous sections for the non-approved training, a number of documents are required to be submitted to the ICF. These documents will be used by the program coordinators to gain a better understanding of the training that you received. These documents must be submitted in order for your non-approved training to be considered for individual credentialing.

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### **Course Outline**

**Upload a concise outline or syllabus that summarizes the names of classes/modules and the time allowed for presentation:**

No file selected

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### **Student Materials**

**Upload a copy of printed materials that are used by students in support of the content offered by this training program:**

No file selected

**Please upload any additional printed student materials:**

No file selected

**Please upload any additional printed student materials:**



No file selected

**Please upload any additional printed student materials:**

No file selected

**Do you have additional non-approved training to submit?**

- Yes  
 No

## Verification for non-approved training

Since you have selected that you obtained training from more than one non-approved training provider, please complete the next 5 pages of this application to have your non-approved training considered for the credentialing application.

## Organization and Program Contact Information

**Coach Training Organization Name:**

**Training Program Name:**

**Organization's address (if known)**

Street Address

Street Address Line 2

City

State / Province

Postal / Zip Code

Country

**URL for the program website:**

# Training Program Hours and Content

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The following activities are eligible to be counted as hours towards the review of a program:

**Student contact hours**- clock hours spent in **synchronous (real-time) interactions** between faculty and students. This may include time spent in direct instruction, real-time discussions, observation and feedback of practice coaching sessions, and mentoring students. **A minimum of 80% of all training must be delivered in synchronous activities.**

**Homework/Independent Study**- clock hours spent outside of real-time interaction between faculty and students (**asynchronous**). These may include outside reading, writing, research, journaling, practice coaching, and various other activities that may occur outside of the synchronous setting. All asynchronous hours require some method of validating that the activity was completed by the student.

**Number of hours offered by this training program:**

	Hours
Synchronous	<input type="text"/>
Asynchronous	<input type="text"/>
Total	<input type="text"/>

Please review and respond to the following self-evaluation of the training program that you attended. Include a brief narrative statement describing how you believe the training program meets each section. Additionally, you must provide references to relevant supporting documents that you will upload in a later section of this application.

**List hours of content that are delivered in a synchronous setting and asynchronously. Note that 80% of all instruction must be synchronous, allowing the opportunity for real-time interaction between the teacher and the students.**

Hours listed in this part of the application should be for content that is specific to the the ICF Core Competencies. The total number of hours should reflect the clock hours (sometimes referred to as "seat time") required to deliver this content. Break/meal times should not be counted. This information will be used by the ICF to determine the total number of hours for approval, the balance between synchronous and asynchronous delivery, and the balance between coach-specific and other content that is a part of your program but may not be considered as coach specific training (e.g. training regarding other skills, tools, resources).

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## Definition of Coaching

All programs must teach a Definition of Coaching that is in alignment with and not contrary to the Definition of Coaching adopted by the ICF. The ICF defines coaching as partnering with clients in a thought-provoking and creative process that inspires them to maximize their personal and professional potential.

Please briefly explain how the training program addressed the Definition of Coaching:

0/500

Number of synchronous hours for this specific content:

ex: 23

Number of asynchronous hours for this specific content:

ex: 23

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## Setting the Foundation

Meeting ethical guidelines and professional standards by understanding coaching ethics and applying them appropriately in all coaching situations. Establishing the coaching agreement by understanding what is required in the specific coaching interaction and coming to an agreement with the client about the coaching process and relationship.

Please briefly explain how the training program addressed meeting ethical guidelines and professional standards as well as establishing the coaching agreement:

0/500

Number of synchronous hours for this specific content:

ex: 23

Number of asynchronous hours for this specific content:

ex: 23

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## Co-Creating the Relationship

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Please briefly explain how the training program addressed active listening, powerful questioning and direct communication:

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Updated November 6, 2014

Developing and maintaining an effective coaching plan with the client. Managing progress and accountability by holding attention on what is important for the client, and leaving responsibility with the client to take action.

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**Please briefly explain how the training program addressed creating awareness, designing actions, planning & goal setting and managing progress & accountability:**

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0/1000

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Updated November 6, 2014

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No file selected

**Please upload any additional printed student materials:**

No file selected

**Please upload any additional printed student materials:**

No file selected

**Please upload any additional printed student materials:**

No file selected

## Performance Evaluation Language

Applicants are required to upload a recorded session with one of your clients who has granted their permission for you to submit this recording as a part of your credential application.

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**Please select the language used in your recording. \***

- Chinese (not guaranteed to be available)
- Czech (not guaranteed to be available)
- English
- Finnish (not guaranteed to be available)
- French
- German
- Hungarian (not guaranteed to be available)
- Italian
- Japanese
- Lithuanian (not guaranteed to be available)
- Polish
- Portuguese
- Romanian (not guaranteed to be available)
- Spanish
- Swedish

## Client Release for use of recording/s

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**By checking the box below, you affirm that you have been granted permission by the client: \***

By checking this box, I affirm that I have been granted explicit permission by my client to submit recording/s of our coaching sessions to be reviewed only by ICF staff and performance evaluation assessors for the purposes of assessing the quality and methods of my coaching. I further affirm that I have this permission in writing from my client and can make this documentation available to the ICF on request. I understand that submitting a recording without the permission of my client is a violation of the ICF Code of Ethics and may result in the denial of my credential and/or other disciplinary actions.

## Recording upload

The recording needs to be 20-60 minutes in length and with one of your regular clients. Please note that your file must be an MP3 or WMA format and cannot be more than 95 MB in size. If your recording exceeds 60 minutes, it will not be scored.

**Please upload your recording for the Performance Evaluation portion of the application. Please make sure that your name is in the title of your recording file. For example, "John Smith ICF Recording" \***

No file selected

## Transcript

Portfolio applicants are required to submit written transcripts of their recorded coaching sessions. These transcripts must be in the same language used in the recorded session.

**Please upload the transcript of the recording to be used for the Performance Evaluation. Please**

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make sure that your name is in the title of your transcript file. For example, "John Smith ICF Transcript" \*

Choose File No file selected

## Coach Knowledge Assessment

The Coach Knowledge Assessment (CKA) content covers five broad domains: setting the foundation, co-creating the relationship, communicating effectively, facilitating learning and results, and coaching foundations and knowledge base. All questions are based on the ICF definition of coaching, Core Competencies and Code of Ethics. Questions' difficulty levels vary, with some intended to assess awareness of a concept or skill while others may present a scenario that requires deeper understanding. The CKA contains 155 multiple-choice test items. Each test item contains a short statement or question with four possible responses. For each question there is only one response that the ICF has established as being correct. An ICF staff member will send an invitation to the applicant as their application is being reviewed.

**Choose the language in which you would like to receive the Coach Knowledge Assessment. You must choose one of the languages below. No other languages are available. \***

- Chinese
- Czech
- Danish
- English
- French
- German
- Italian
- Japanese
- Korean
- Polish
- Portuguese
- Russian
- Spanish
- Swedish

FOR PREVIEW ONLY  
May NOT be used to apply.

Submit

**After clicking 'submit', please allow several minutes for your application to submit to ICF completely. The time it will take to submit the application will depend on the size of the files that appear on your application, as well as your internet connection speed. Once the application is submitted to the ICF, you will be redirected to the ICF website to view the estimated timeline for approval.**