

## 2015 International Coach Federation Credential Renewal Application

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### PLEASE NOTE:

This application is only valid if your credential expires December 31, 2015 .

### Credential Renewal Requirements

The 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. CCE's 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** .

#### 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 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 credential holder 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**

- o This credential renewal application is due for submission by December 31, 2015. Applications submitted after this date may be subject to additional requirements.
- o Applications will not be accepted via email, fax or hard copy.
- o Incomplete applications will not be reviewed.
- o 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](#).
- o The credential renewal fee is non-refundable.

**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 coach 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.

For Preview Only  
May NOT be used to apply.

## 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 independent 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.

## Terms and Conditions

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

I agree to the Terms and Conditions

- o I understand that the application fee is non-refundable.
- o I have had no adverse legal action, ethical complaints, lawsuits or insurance claims taken or pending against me as a coach or my coaching business.
- o I have read, acknowledge and agree to abide by the ICF Code of Ethics.
- o I give permission for the ICF to verify my documentation. I understand that the ICF will keep all information confidential.
- o I release any individual from any previous bond of confidentiality, whether explicit or implied, for the purpose of validating my qualifications for Credential Renewal.
- o I agree to honor the rules and regulations of the International Coach Federation's Credentialing Process.
- o I agree that the ICF may change or modify the rules governing Credentialing at any time.
- o I will abide by all decisions of the ICF regarding credentials.
- o I acknowledge that the ICF has the right to revoke a Credential for violations of the ICF Code of Ethics and to inform the public of such decisions.

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## Continuing Coach Education (CCE)

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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**

No file chosen

**Please upload any additional supporting documents for ICF approved CCE's.**

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

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## Applicant Information

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**Full Name \***

First Name

Last Name

**ID Number for ICF Members (Member ID)**

**E-mail \***

ex: myname@example.com

**Address \***

Street Address

Street Address Line

City

State / Province

Postal / Zip Code

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

For Preview Only  
May NOT be used to apply.

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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.**

No file chosen

**Please upload any additional supporting document for Other Training CCE's.**

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.**

*For Preview Only  
May NOT be used to apply.*

## Mentor Coaching - ACC Credential Renewals Only

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**1. Name of Mentor Coach: \***

<input type="text"/>	<input type="text"/>
<small>First Name</small>	<small>Last Name</small>

**Mentor Coach Credential Level: \***

**Email address for Mentor Coach: \***

**Number of hours completed: \***

**Start Date: \***

<input type="text"/>	-	<input type="text"/>	-	<input type="text"/>	
<small>Month</small>		<small>Day</small>		<small>Year</small>	

**End Date: \***

<input type="text"/>	-	<input type="text"/>	-	<input type="text"/>	
<small>Month</small>		<small>Day</small>		<small>Year</small>	

**Do you have additional Mentoring information to report?**

- Yes
- No

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