



Renewal Application - 2009

Circle the credential you are renewing: ACC PCC MCC

APPLICANT INFORMATION

(please print or type)

Name:	
ICF Member #:	
Street or Post Office Address:	
City:	
State/Province:	
Country:	
Postal Code:	
Work Phone:	
Cell Phone:	
E-mail Address: <i>(Please note if your e-mail changes, it is your responsibility to advise ICF.)</i>	
Date of original certification:	

***Renewal Applications must be post-marked by
December 31, 2009 and mailed to the following address:
(Renewal Applications are not accepted via fax or e-mail)***

ICF Credentialing
Renewals
2365 Harrodsburg Road, Suite A325
Lexington, KY 40504 USA

IT IS HIGHLY RECOMMENDED YOU MAIL THE RENEWAL APPLICATION IN A MANNER THAT CAN BE TRACED SUCH AS CERTIFIED MAIL, RETURN RECEIPT REQUESTED, DHL, FED EX OR UPS. YOU WILL RECEIVE E-MAIL CONFIRMATION FROM ICF WHEN YOUR APPLICATION HAS BEEN RECEIVED. IF YOU DO NOT RECEIVE SUCH CONFIRMATION WITHIN A REASONABLE TIME, IT IS YOUR RESPONSIBILITY TO CONTACT ICF CREDENTIALING TO ENSURE YOUR APPLICATION WAS RECEIVED.

Return this page to ICF.



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RENEWAL APPLICATION FEE

ICF Credential Renewal Fee in USD: \$150 for ICF members, \$250 for non-members.*

I have enclosed a check in USD made out to the "International Coach Federation."

Please charge my credit card for \$ _____.

Card Type:	
Credit Card Number:	
Expiration Date:	
Your Name as indicated on Credit Card:	
Signature	

*Payment of non-member fee does not register applicant as an ICF member.

To join the ICF, click: <http://coachfederation.org/join-icf/>

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STATEMENT OF AGREEMENT AND COMPLIANCE

Please initial statements and sign and date below:

_____ I have read, agree with and adhere to the current ICF Philosophy and Definition of Coaching, Pledge of Ethics and Standards of Ethical Conduct as shown on the ICF Web site at <http://coachfederation.org/about-icf/>

_____ I have not had any ethical complaints lodged against me with the ICF in the last three years. (If you have the subject of an ethical complaint filed with the ICF within the last three years, please explain, on a separate sheet of paper, the nature of the complaint, your response to the complaint, and the disposition of the complaint. Attach the explanation to this renewal application as part of your renewal submission.)

_____ I have not been a party to or involved in any lawsuits or insurance claims arising out of or based on my coaching activities within last three years. (If you have been a party to or involved in any lawsuits or insurance claims arising out of or based on your coaching activities within last three years, please explain, on a separate sheet of paper, the nature of the suit or claim, your response to the suit or claim, and the disposition of the suit or claim. Attach the explanation to this renewal application as part of your renewal submission.)

_____ I do not know of any potential claims, complaints, or lawsuits that might arise out of my coaching activities within the last three years.

I agree to honor the rules and regulations of the International Coach Federation's credential renewal process. I further agree that the ICF has sole discretion to issue or amend the rules and regulations governing the credentialing program or revoke credentials, and I agree to abide by any decision of the ICF regarding the matters of credentials.

Signature: _____ Date: _____

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Thank you for taking the time to submit your Renewal Application. Applicants must prove they have fulfilled the requirements for renewing their credential. Incomplete Renewal Applications will not be accepted. Below is a checklist to ensure all attachments and supplemental materials are prepared and submitted with your Renewal Application. If, upon review of your Renewal Application the ICF requests additional explanation of your documentation, you will be contacted. The following checklist will aid in your renewal process:

RENEWAL CHECKLIST

- APPLICANT INFORMATION
- RENEWAL APPLICATION FEE
- STATEMENT OF AGREEMENT AND COMPLIANCE
- DOCUMENTATION OF CONTINUING COACH EDUCATION UNITS (CCEUs)
 - 24 hours (minimum) of required CCEUs in ICF Core Competencies**
 - 16 hours (maximum) of optional CCEUs focusing on personal development, practice building or other skills & tools applicable to coaching**
 - 6 hours (maximum) of optional Self-Study**
- TOTAL CCEUs EQUALS **40**
- PROOF OF SUCCESSFUL COMPLETION FOR EACH CCEU LISTED
(Submit only copies of the documents and retain original documents for your records.)
- MENTOR COACHING (**FOR ACC RENEWALS ONLY**)
- KEEP A COPY OF EVERYTHING YOU SUBMIT

CREDENTIALS MUST BE RENEWED EVERY THREE YEARS

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

MAINTAINING THE CREDENTIAL

ICF requires **40 hours of Continuing Coach Education (CCE)** that you took in 2007, 2008 and 2009. All continuing education must have occurred ***after*** the date of your original certification or last renewal. The 40 hours of CCEs are to include:

- A minimum of **24 CCE hours in the ICF Core Competencies**
- If you document less than **40** CCE hours in the ICF Core Competencies, you may use the following to fulfill the 40-hour CCE requirement:
 - A maximum of **16** CCE hours focusing on personal development, practice building or other skills & tools applicable to coaching
 - Documentation of attendance and completion for each CCE course

WHAT IF YOU APPLY FOR THE PCC OR MCC CREDENTIAL?

If you earn the Professional Certified Coach (PCC) or Master Certified Coach (MCC) credential prior to your ACC expiration date, you will not need to renew your ACC credential.

PROCEDURES

ICF will e-mail and post mail to all expiring credentialed applicants reminding them of the renewal deadline and requirements. Please ensure ICF has your current contact information. To update your profile, please login at <http://coachfederation.org/>.

ICF is unable to provide you with a specific timeframe regarding the review of your Renewal Application. Renewal Applications will be processed in the order in which they are received and are found to be complete.

FEES

For each three-year period, there is a renewal fee of \$150 USD for an ICF member or \$250 USD for a non-ICF member. It must be paid when the Renewal Application is submitted.



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DOCUMENTATION OF CONTINUING COACHING EDUCATION (CCE)

Please list the CCE courses you took during 2007, 2008 and 2009. *You will need to create a chart based on the sample, below, in portrait setup. Failure to comply with the formatted sample chart will delay process of your application as you will be contacted and requested to resubmit the information in the required format.*

You must list a **total of 40 CCE hours** in Sections I, II and III in order to renew your credential. An hour of continuing education consists of 60 minutes of actual course time. From each ICF Conference, you must collect attendance certificates from the breakout sessions and pre-conference sessions you attend.

I. COURSES TEACHING ICF CORE COMPETENCIES (REQUIRED)

- Minimum of **24** CCE hours that taught ICF Core Competencies and skills. You may list more than 24 hours in the ICF Core Competencies *if you wish*.
- List the CCEUs for ICF Core Competencies in the chart below, using the required format.
- Attach proof of successful completion for each course listed on the chart. *(Please send copies with the application and retain original documents for your records.)*
- If the courses you took were not pre-approved by the ICF (such as ICF Continuing Coach Education (CCE) Providers, ICF pre-approved chapter or SIG events) or were not part of an ICF Conference, please attach a statement detailing the content of the course, including how the course related to ICF Core Competencies.

PARTICIPATION IN CORE COMPETENCIES

ICF CORE COMPETENCIES				
Course Name	Instructor	Date	# Core Competency CCEUs	ICF Approved?
Total # ICF Core Competency CCEUs				



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II. COURSES TEACHING PRACTICE BUILDING, PERSONAL DEVELOPMENT OF THE COACH, OTHER SKILLS THAT CAN BE USED AS COACHING TOOLS, OR SUBJECTS WHICH INDIRECTLY RELATE TO CORE COACHING COMPETENCIES (OPTIONAL)

- o Limited to **16** hours total CCE time
 - o List the CCEUs for courses teaching practice building, personal development of the coach, other skills that can be used as coaching tools, or subjects which indirectly relate to core coaching competencies. *You will need to create a chart based on the sample, below, in portrait setup. Failure to comply with the formatted sample chart will delay process of your application as you will be contacted and requested to resubmit the information in the required format.*
 - o Attach proof of successful completion to the application for each course listed on the chart. *(Please send copies with the application and retain original documents for your records.)*
 - o If the courses you took were not pre-approved by the ICF or were not part of an ICF conference, please attach a statement detailing content of course and how the course related to coaching.

**PARTICIPATION IN TEACHING PRACTICE BUILDING,
PERSONAL DEVELOPMENT OF THE COACH, OTHER SKILLS THAT CAN BE
USED AS COACHING TOOLS, OR SUBJECTS WHICH INDIRECTLY RELATE TO
CORE COACHING COMPETENCIES (OPTIONAL)**

ICF OPTIONAL CCEUs				
Course Name	Instructor	Date	# Optional CCEUs	ICF Approved?
Total # ICF Optional CCEUs				

III. SELF-STUDY in ICF Core Competencies, Personal Development, Practice Building or other skills and tools applicable to coaching (OPTIONAL)

- Limited to **6** hours total CCE time
 - List self-study in ICF Core Competencies, Personal Development, Practice Building or other skills and tools applicable to coaching. *You will need to create a chart based on the sample, below, in portrait setup. Failure to comply with the formatted sample chart will delay process of your application as you will be contacted and requested to resubmit the information in the required format.*
 - Attach a statement detailing what you studied, the method you used to study, the length of time spent on each subject, how the subject studied relates to coaching, and how your skills as a coach have expanded as a result of your self study.

ICF PARTICIPATION IN SELF STUDY	
Self-Study Activity	Self Study CCEU Time
Total ICF Self Study CCEU Time	



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MENTOR COACHING (FOR ACC RENEWALS ONLY)

The requirement for the ACC credential is 10 hours over a 3-month period with a qualified mentor coach.

For purposes of credentialing, mentor coaching means an applicant being coached on their coaching skills rather than coaching on practice building, life balance, or other topics unrelated to the development of an applicant's coaching skill.

This requirement is intended to help applicants prepare for participation in the ICF Portfolio exam. The ICF highly recommends that Portfolio applicants work with their mentor coaches in preparation for the exam and its oral demonstrations.

The Mentor Coaching requirement must be fulfilled prior to submitting your application.

Qualifications for Mentor Coach:

If you live in the United States or Canada, you are required to have been mentor coached by a coach who holds an ICF PCC or MCC credential for a minimum of ten hours over a minimum of three months.

If you live outside of the United States or Canada, you are required to have been mentor coached by a coach who either holds an ICF Credential, from coaches who are actively involved in an ICF Chapter, or coaches who are actively involved in another coaching association that holds similar definitions of coaching as the ICF. You are required to have been coached for a minimum of ten hours over a minimum of three months.

Group coaching may count towards the mentoring requirement of 10 hours within the framework described. No more than 70 percent of the required mentoring hours (seven hours) can come from group coaching. Additionally, the group being mentored may not consist of more than 10 participants. Please list the name(s) of your mentor coach, their qualifications, their contact information, dates you were coached, and the total number of hours coached.

Mentor Coaching Chart Sample: *(You will need to create a chart based on the sample, below, in portrait setup. Failure to comply with the formatted sample chart will delay process of your application as you will be contacted and requested to resubmit the information in the required format.)*

ICF MENTOR COACHING				
Name(s) of Mentor Coach	ICF Credential	Contact Information: Phone or e-mail	Start / End Date	Total Hours
John Doe	MCC	jdoe@noe-mail.com	2/03 - present	30

As an alternative, you can provide a letter from your mentor coach confirming the information as requested.