

CCE Accreditation Application

International Coaching Federation

Welcome

Thank you for your interest in seeking ICF Coaching Education Accreditation. The ICF CCE Accreditation Application review normally takes 4-8 weeks. In order to properly ensure your accreditation can be reviewed and published on the Education Search Service (ESS), we suggest that you submit the application at least 60 days in advance of needed publication.

Before starting the application, please review the following information:

- CCE, Continuing Coach Education programs should serve as continuing study and professional development for the renewal of a credential -- not as initial coach training designed to earn an ICF credential.
- No singular program may exceed 40 clock hours. However, multiple programs of 40 hours or less may be linked as a progressive continuing education development path in separate applications.
- Rest assured that your intellectual property is safe throughout the application process. Only ICF accreditation staff and your trusted contacts will have access to review your curriculum.

Please check this box to begin the application. Click next at the bottom to continue.

Organization Information

Organization Description

Please provide a brief description of the organization that is delivering the program. Keep in mind this information will be used for ICF review, and will also be posted to the Education Search Service for prospective students to find out information regarding your organization.

CCE Program Contact Information

Please provide contact information for the ICF CCE program. This person agrees to ensure that the organization adheres to all CCE approved Accreditation provider criteria, ICF Global Accreditation Code of Conduct, and the ICF Code of Ethics.

Program Description and Details

Languages

Please indicate in what language(s) your program is delivered (hold down CTRL on PC or Command on Mac to select more than one option):

Target Audience

Please indicate the target audience for your program:

Attendance

Please indicate how you monitor participant attendance:

Learning Objectives

Please indicate what participants will learn from this program:

Completion Requirements

Please indicate what requirements participants must meet in order to receive a certificate of completion:

Program Dates

Please indicate the dates the program will be delivered. If the program is approved, this information will be used to determine the approval start date.

Instructor Information

Please upload a document with the following information for each instructor delivering the program: Coaching credentials and experience (if any), educational background, and education and training experience.

No document provided

Locations

Please indicate any physical location(s) where training will be delivered in person. List only locations where you have a physical facility for any in-person portion of this offering (hold down CTRL on PC or Command on Mac to select more than one option).

Detailed Program Schedule

Detailed Program Schedule Information

CCE applicants are required to provide a detailed schedule with instructional time for the program submitted for accreditation.

Please ensure the program schedule contains the following:

- Number of hours spent in training (e.g., 2.5 hours). Do not include breaks.
- Instructional time; i.e., actual clock time spent in training (e.g., 8-10:30 a.m.). Do not include breaks.
- Name of instructor delivering that portion of the training
- Description of the content being covered and the method of delivery
- CCE category (i.e., Core Competency or Resource Development)

You may download a [sample detailed program schedule](#). opens in new tab).

Upload your detailed program schedule in the question below.

Detailed Program Schedule

Detailed Program Schedule: Upload the complete program schedule here. All synchronous and asynchronous hours should be included and described.

No document provided

Program Materials

Program Materials or Promotional Information: Upload additional program materials or fliers, brochures, other marketing pieces for your course. Please submit at least one item. *Materials may be submitted in the following file formats: .pdf, .doc, .docx, .xls, .csv, .txt, .rtf, .html, .zip, .mp3, .wma, .mpg, .flv, .avi, .jpg, .jpeg, .png, .gif, .xlsx.* Upload multiple documents as a .ZIP file.

No document provided

Instructional Time

Enter the total number of hours for each category. (Example: 10.5 Core Competency, 1.5 Resource Development)

	Core Competency	Resource Development	Total
Number of Synchronous Hours			
Number of Asynchronous Hours			
Total (may not exceed 40 total hours)			

Total Core Competency Hours Delivered

Please confirm the total number of Core Competency related education/training hours for this program:

Total Resource Development Hours Delivered

Please confirm the total number of Resource Development related education/training hours for this program:

Total Contact Hours Delivered

Please confirm the total number of contact hours for this program:

Verification of Learning

You have indicated that your program does **not** include asynchronous learning. There are no questions to complete in this section for you.

Statements of Agreement, Compliance and Limitations

Thank you for completing this application. Please double-check prior to submission to ensure that your application is complete. Please also make sure that you have signed the terms below. Click the submit button below to send your completed application to the ICF.

As a condition of submission of this application for accreditation/approval, we hereby acknowledge and agree to the following binding terms and conditions:

1. We shall continuously comply with the rules, regulations and procedures of the ICF approval/ accreditation process;
2. The ICF has sole discretion to issue, amend and/or revoke the rules, regulations and procedures governing such approval/accreditation process;
3. We will abide by any decision of the ICF regarding the matters of approval/accreditation, including, but not limited to changes in rules, regulations and procedures and the revocation of credentials, approvals and/or accreditation;
4. The application fees for Accreditation(s) are fees for the review of the application only and payment of the same does not guarantee approval or accreditation
5. All fees paid to ICF for Accreditation(s) are non-refundable, and that ICF retains the exclusive right to increase such fees without prior notice
6. That ICF and the applicable ICF committees, members and/or volunteers have the right to validate/verify the accuracy of any and all information and documentation we provide in the course of the application process, and that if requested by ICF to provide additional or supplemental information or documentation in support of the application that we shall do so in a timely and responsive manner;
7. We agree to strictly adhere to the rules, regulations and procedures of the ICF approval and accreditation process and that ICF has the sole and exclusive discretion to issue, amend and/or revoke the rules, regulations and procedures governing such approval/accreditation process.
8. We agree that we shall abide by any decision of ICF regarding the matters of approval/accreditation, including, but not limited to changes in the rules, regulations and procedures from time to time as well as the revocation or suspension of credentials, approvals and/or accreditation;
9. The approval or accreditation of this program, if granted by ICF, will apply only to the specific program operated by the owner(s) identified in this application and that such approval or accreditation shall not apply to nor may it be transferred to, licensed or used by any franchisee, licensee, or secondary distributor of any kind or by any program that does not use the existing infrastructure identified in the application and administered directly by the disclosed program owner(s) and/or Director of Education. Any such programs will be treated as new programs and must file separate, independent applications for approval or accreditation;
10. With respect to any documentation or content, images, graphics, etc. that we submit in support of this application and which we use in offering the program and education/training content, we are in and shall remain in compliance with the applicable copyright and intellectual property laws of the United States and each country in which we operate our accredited program, including obtaining and providing ICF with a current copy of any license granted to us by the owner of content we use which is not our own original content/work product or for which we do not own copyright to the same. Where our content or work product is subject to a valid license, we shall submit a copy of the same with our application. Our failure to provide the same shall be grounds for ICF to decline further consideration of the application or deny the same;
11. ICF has the right to audit our accredited program at any time to ensure our continued compliance with the applicable requirements of the ICF Accreditation(s), and that we shall fully cooperate with such conformance audits, including, but not limited to ICF's review of files, classes, faculty, participant records and interviews with participants and staff by an authorized ICF auditor;

12. We will reimburse ICF for the reasonable and documented direct costs of such audit(s) incurred by the ICF in connection with the audit;
13. We shall generate and maintain all required and documented participant records, including, but not limited to evaluations of each participant's progress and the attendance/participation for each individual course;
14. We shall comply within thirty (30) days with all written requests received from ICF for documentation, written responses, etc. required for
15. We shall promptly notify the ICF of material changes or amendments to our program, its content and course materials, including, but not limited to:
 1. a change in ownership or the addition of a new organizational partner, including the transfer or sale of the program or our business entity under which the program is provided;
 2. a new principal contact person within our business entity and all information required for contact, i.e. telephone, email, fax and physical mailing address
 3. a change to or addition of delivery location(s) disclosed in the application;
 4. a change to the method(s) of program delivery, including the number of course hours;
 5. a change in program name;
 6. a new class added or a disclosed class removed, without the need to disclose minor changes to class curriculum;
 7. a new or changed certificate;
 8. a new Director of Education;
 9. a material change to the examination or the examination process.

As a further condition of our submission of this application for accreditation or approval, we hereby warrant and agree that:

1. As the accredited provider identified in the application we are legally authorized to conduct business in each state(s) or country(s) in which we offer the program either as a sole proprietorship, limited liability company (LLC), partnership, or as a corporation or the corresponding business form of the country in which we operate;
2. We are and shall remain in full compliance with all applicable copyright and intellectual property laws of the United States, our home country and each country in which we operate or provide our program, education/training and services, including displaying appropriate copyright notices identifying the source and ownership of program materials and content;
3. If our program and education/training materials and content were not originally, uniquely or independently developed by us for our company, agency or program, we shall secure and provide to ICF in advance a written and signed authorization/permission/license to make use of the content and education/training materials included in our program which is not created or owned by or licensed to us for use in the program and education/training materials;
4. Our program is and shall continue to be taught and administered in strict alignment with the ICF "Definition of Coaching," the ICF Code of Ethics, the ICF Core Competencies and Code of Conduct as well as such ICF criteria as are required for the approval and continued accreditation of our program;
5. We shall defend, indemnify and hold harmless ICF, its affiliated entities, and their respective officers, directors, employees, contractors, agents and volunteers (Indemnified Parties) from and against any and all third party claims,

actions, causes of action, losses, liabilities, judgments, injuries or damages to persons or property, costs and expenses, including reasonable attorneys' fees and court costs, incurred or to be incurred by or made against the Indemnified Parties and which arise out of or result from our negligent acts, errors or omissions, intentional or willful misconduct, infringement of copyright or other intellectual property rights, or any violation of the terms and warranties set forth in the ICF Accreditation Application Terms, Conditions and Warranties. We further acknowledge that this warranty shall remain in effect throughout the application process, upon issuance of an ICF accreditation and will continue beyond the termination, expiration or revocation of the ICF accreditation for any reason.

That the application signatory is authorized to execute this application and make the representations and warranties contained herein.

Attestation



Signature