Verification of Training

For coach training programs that are non-ICF-approved:

- You must submit proof of completion in the form of a certificate or signed letter issued by the program indicating the name of the program, dates of attendance, and total hours completed.
- You must list the 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 instructors and students.
- Applicants will be required to complete a Verification of Training form (a sample is available for download below) within the online application that requires evidence to show that completed training was comprehensive and included a definition of coaching, code of ethics and was related to the ICF Core Competencies. The training received should be organized in a way that encouraged the growth of the coach.
- You must provide a concise class outline or syllabus that summarizes the names of classes/modules and the time allowed for presentation.
- You must provide student materials. These materials may include a student or instructors' manual, handouts, power points, or any other documentation that clearly illustrates the detailed curriculum.

For those submitting CCE training within their portfolio application, ICF will be able to count all hours that are in the area of Core Competencies (CC) but are limited in the number of Resource Development (RD) hours that can be submitted. The RD allotment is as follows:

- ACC - 12 RD hours allowed,
- PCC - 25 RD hours allowed,
- MCC - 40 RD hours allowed.

Organization and Program Contact Information

If you obtained training from more than one CCE or non-ICF-approved training provider, you have the opportunity to submit additional training after this section of the application.

Coach Training Organization Name: *

Training Program Name: *

URL of the program website (optional):

Is this program accredited with ICF as a CCE program? *

- ○ Yes
- ○ No
- ○ I do not know

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Training Program Hours and Content

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	
Asynchronous	

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Please review and respond to the following self-evaluation of the training program that you attended.

Setting the Foundation

1. Meeting Ethical Guidelines and Professional standards - Understanding of coaching ethics and standards and ability to apply them appropriately in all coaching situations. Did the training program cover Meeting Ethical Guidelines and Professional Standards? *

○ Yes

○ No

Please estimate the total number of hours spent on this topic: *

ex: 23

Please provide the file name(s) of the document(s) you will be submitted to support this: *

2. Establishing the Coaching Agreement - Ability to understand what is required in the specific coaching interaction and to come to agreement with the perspective and new client about the coaching process and relationship. Did the training program cover Establishing the Coaching Agreement? *

○ Yes

○ No

Please estimate the total number of hours spent on this topic: *

[ex: 23]

Please provide the file name(s) of the document(s) you will be submitted to support this: *

Co-Creating the Relationship

3. Establishing Trust and Intimacy with the Client - Ability to create a safe, supportive environment that produces ongoing mutual respect and trust. Did the training program cover Establishing Trust and Intimacy with the Client? *

○ Yes

○ No

Please estimate the total number of hours spent on this topic: *

ex: 23

Please provide the file name(s) of the document(s) you will be submitted to support this: *

4. Coaching Presence - Ability to be fully conscious and create spontaneous relationship with the client, employing a style that is open, flexible and confident. Did the training program cover Coaching Presence? *

○ Yes

○ No

Please estimate the total number of hours spent on this topic: *

ex: 23

Please provide the file name(s) of the document(s) you will be submitted to support this: *

Communicating Effectively

5. Active Listening - Ability to focus completely on what the client is saying and is not saying, to understand the meaning of what is said in the context of the client's desires, and to support client self-expression. Did the training program cover Active Listening? *

○ Yes

○ No

Please estimate the total number of hours spent on this topic: *

ex: 23

Please provide the file name(s) of the document(s) you will be submitted to support this: *

6. Powerful Questioning - Ability to ask questions that reveal the information needed for maximum benefit to the coaching relationship and the client. Did the training program cover Powerful Questioning? *

○ Yes

○ No

Please estimate the total number of hours spent on this topic: *

`ex: 23`

Please provide the file name(s) of the document(s) you will be submitted to support this: *

7. Direct Communication - Ability to communicate effectively during coaching sessions, and to use language that has the greatest positive impact on the client. Did the training program cover Direct Communication? *

○ Yes

○ No

Please estimate the total number of hours spent on this topic: *

`ex: 23`

Please provide the file name(s) of the document(s) you will be submitted to support this: *

Facilitating Learning and Results

8. Creating Awareness - Ability to integrate and accurately evaluate multiple sources of information and to make interpretations that help the client to gain awareness and thereby achieve agreed-upon results. Did the training program cover Creating Awareness? *

○ Yes

○ No

Please estimate the total number of hours spent on this topic: *

[ex: 23]

Please provide the file name(s) of the document(s) you will be submitted to support this: *

[   ]

9. Designing Actions - Ability to create 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. Did the training program cover Designing Actions? *

○ Yes
○ No

Please estimate the total number of hours spent on this topic: *

[ex: 23]

Please provide the file name(s) of the document(s) you will be submitted to support this: *

[   ]

10. Planning and Goal Setting - Ability to develop and maintain an effective coaching plan with the client. Did the training program cover Planning and Goal Setting? *

○ Yes
○ No

Please estimate the total number of hours spent on this topic: *

[ex: 23]

Please provide the file name(s) of the document(s) you will be submitted to support this: *

[   ]

11. Managing Progress and Accountability - Ability to hold attention on what is important for the client, and to leave responsibility with the client to take action. Did the training program cover Managing Progress and Accountability? *

○ Yes

○ No

Please estimate the total number of hours spent on this topic: *

[ex: 23]

Please provide the file name(s) of the document(s) you will be submitted to support this: *

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Supporting Documents

Please submit the supporting documents that you have listed above. Please also include any other documents that will support this training program. *

[Browse Files]

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Do you have additional training that needs to be submitted? *

○ Yes

○ No

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