

Credential Recertification Sample Application

Version 12.13.2020

Credential Recertification Application Dashboard

The screenshot displays the Credential Recertification Application Dashboard. At the top, it shows application details: Application Type: Recertification, Status: (blank), Start Date: 04/02/2016, Due Date: 04/01/2019, and Submit Date: (blank). A 'Submit Application' button is visible. Below this is a progress bar with steps: Enter CCE Hours, Submit Application, ICF Staff Review, More Details Needed, and Congratulations!. The 'Submit Application' step is currently active. Below the progress bar is a navigation menu with 'Dashboard' and 'Continuing Coach Education Hours' tabs. A legend below the menu shows symbols for Locked, Unlocked, Completed, Under Review, Further Action, and Met. The main content area features a table with the following structure:

Requirement	Status
<p>Continuing Coach Education</p> <p>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.</p> <p>To begin completing the Credential Renewal application, please click on the "Continuing Coach Education Hours" tab.</p>	Pending Credits

The application dashboard provides an overview of all requirements for the recertification. To begin the recertification application, you will need to click on the continuing coach education hours requirement tab to upload your information.

We have provided a screenshot of the requirement on the following pages.

You will see symbols on your requirement tab as you complete each task and once we have reviewed them.

Below the requirement tabs, you will see the key for what the different symbols mean.

Continuing Coach Education Hours Tab

When you click on the Continuing Coach Education Hours tab, you will see the 'Enter Training hours' button. You may click this button and complete each of the requested items (see next screen). Please note that as you report your coach training, the percentage of required continuing education hours reported will automatically update.

Application Type: Recertification
Status:
Start Date: 04/02/2016
Due Date: 04/01/2019
Submit Date:
Submit Application

Enter CCE Hours | Submit Application | ICF Staff Review | More Details Needed | Congratulations!

Dashboard | Continuing Coach Education Hours

Locked | Unlocked | Completed | Under Review | Further Action | Met

Required	Reported	Accepted	Balance	Percentage
40.00	0.00	0.00	40.00	0.00%

Training Reported

ActivityDate	Activity	ActivityType	Credit	CreditType	Status	ReportedDate
No Self Reported CE on file.						

Enter Training Hours

Activity Information

Type:

Please select 

Provider:



Course Name:

Start Date:



Date Finished:



Number of Hours:

Upload Certificate: No file chosen

After clicking on the “Enter Training Hours” button, a window will populate where you will provide the details of your continuing coach education hours, including the type of hours your are submitting.

For example, if you are entering mentoring hours, you will choose the “mentor training” option from the “Type” dropdown menu. If you are entering “ethics training”, you will choose the “coaching ethics” tab, etc.

Group mentoring hours are not required. However, if you have had group mentoring, you will be asked to indicate the number of hours. You are only allowed 7 hours of group mentoring.

You will need to complete the form for each type of training you are entering and upload your certificate for each training program.

Application Submission

Application Type:	Recertification	Submit Application
Status:		
Start Date:	04/02/2016	
Due Date:	04/01/2019	
Submit Date:		

Enter CCE Hours | **Submit Application** | ICF Staff Review | More Details Needed | Congratulations!

Dashboard | **Continuing Coach Education Hours**

Locked | Unlocked | Completed | Under Review | Further Action | Met

ICF Application Submission

[Terms and Conditions](#)

- I understand that the application fee is non-refundable once submitted. In the event of a medical emergency, we will consider a refund minus a \$50 administrative fee.
- I have read, acknowledge and agree to abide by the ICF Code of Ethics.
- I give permission for ICF to verify my documentation. I understand that ICF will keep all information confidential.
- I release any individual from any previous bond of confidentiality, whether explicit or implied, for the purpose of validating my qualifications for Credential Renewal.
- I agree to honor the rules and regulations of the International Coach Federation's Credentialing Process.
- As the applicant, it is my responsibility to communicate and validate my qualifications to clearly show that I meet or exceed each of the requirements appropriate for the Credential Renewal for which I am applying.
- I agree that ICF may change or modify the rules governing Credentialing at any time.
- I will abide by all decisions of ICF regarding credentials.
- I acknowledge that ICF has the right to revoke a Credential for violations of the ICF Code of Ethics and to inform the public of such decisions.

I Agree

Required

Once you have completed all requirements for the recertification (indicated with a 'thumbs up' symbol or green check mark on every tab), the 'Submit Application' button will populate in the upper right corner and allow you to complete the submission of your application.

If you are entering the information on your profile but are not in your renewal year, you will not see the submit button until you are eligible to submit which will be 10 months prior to your credential expiration date.

To complete the submission process, you will need to agree to the terms and conditions by clicking the "I Agree" button at the bottom of the page.

Application Submission

ICF Application Submission

| [Electronic Personal Info](#)

Pursuant to the Canadian Anti-Spam Law (CASL) and the European Union General Data Protection Regulation (GDPR), ICF is seeking your express consent to have your electronic personal information stored on our system and receive regular information regarding ICF Credentialing and information pertaining to the ICF Network. If you decide that you don't want to receive content from the ICF Network any longer, please note that we may still be required to send you emails regarding factual, transactional and/or servicing information in connection with products or services that we are providing to you that is inherent to your ICF Credential and/or credential application. Please also note, by virtue of an ICF Credential, one's full name, current country, membership status (if applicable), and credential level will be displayed to the public for verification purposes.

- Yes, I opt-in and hereby give my express consent to have my electronic information stored via ICF and to receive emails from ICF Headquarters regarding my Credentials and communications regarding ICF programs and services. I hereby acknowledge ICF's disclosure and my understanding that I have the right at any time to opt-out or unsubscribe from the receipt of any future emails from ICF Headquarters.
- No, I do not consent to receive emails regarding my from ICF Headquarters or any information regarding ICF programs and services, but do acknowledge by virtue of my status as an ICF credential applicant and/or credential holder that ICF will have to store my personal data on their systems and communicate factual, transactional and/or servicing information in connection with products or services that ICF is providing to me and that is inherent to my ICF Credential.

Cancel

Next

As part of the submission process, you will be asked to either opt in or opt out to have your electronic personal information stored on our system and receive regular information regarding ICF Credentialing and information pertaining to the ICF Network.

Application Submission

ICF Application Submission

Add to Cart

Product Name: ICF Credential Renewal Fee

Price: 275.00

Quantity: 1.00

Checkout

| [Add Application Fee](#)

The final step of your application process is to pay for your application. You will need to click “Checkout” to complete this process.

If you have any problems submitting your payment, please contact us at support@coachfederation.org or click the chat feature on the ICF Credential page of our Website.