



## Verification of Training

**PLEASE NOTE:**

This form is not compatible with Internet Explorer. Please use a different web browser such as Google Chrome or Mozilla FireFox.

This application will not save your progress and must be completed in one sitting, in **90 minutes or less**.

Thank you!

### Applicant Information

Name \*

First Name

Last Name

E-mail \*

What are you applying for? \*

- ACC
- PCC
- MCC
- Membership

## Verification of Training

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

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 50% of all instruction must be synchronous, allowing the opportunity for real-time interaction between instructors and students.

You must list the **hours of content that pertain to the ICF Core Competencies and those in Resource Development**. Resource Development is any training received that is related to coaching, but does not tie directly to the Core Competencies.

Applicants will be required to complete this Verification of Training form 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 used towards the total required training hours at each level. The RD allotment is as follows:

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

## Organization and Program Information

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

Coaching Organization Name: \*

Coaching Program Name: \*

URL of the program website (optional):

Total Program Hours: \*

Number of hour in Synchronous and Asynchronous Training (total of the hours must equal the total hours of the program entered above): \*

Synchronous (real time interaction between faculty and students)

Asynchronous

Number of hours in Core Competency Training and Resource Development (total of the hours must equal the total hours of the program entered above): \*

Core Competencies

Resource Development (time spent on topics outside of the ICF Core Competencies)

Which set of the ICF Core Competencies would you like to provide program documentation: \*

Original 11 Core Competencies

Updated 8 Core Competencies

*The Updated ICF Core competencies were released in the fall of 2019, and programs began to teach to them in 2020.*

## Original 11 Core Competencies

Please indicate which of the ICF Core Competencies were covered in this program. At the end of the survey, you will upload documentation to demonstrate that the competencies you marked below were covered in the program and for the time spent in covering the competencies.

Core Competencies Covered in Program: \*

- 1. Meeting Ethical Guidelines and Professional Standards
- 2. Establishing the Coaching Agreement
- 3. Establishing Trust and Intimacy with the Client
- 4. Coaching Presence
- 5. Active Listening
- 6. Powerful Questioning
- 7. Direct Communication
- 8. Creating Awareness
- 9. Designing Actions
- 10. Planning and Goal Setting
- 11. Managing Progress and Accountability
- No Core Competencies were included in this program.

File Upload: Please upload all related supplemental documentation for the program demonstrating what was taught in the program. \*

### Browse Files

Drag and drop files here

Do you have another program to enter? \*

- Yes  No

## Updated 8 Core Competencies

Please indicate which of the ICF Core Competencies were covered in this program. At the end of the survey, you will upload documentation to demonstrate that the competencies you marked below were covered in the program and for the time spent covering the competencies.

Core Competencies Covered in Program: \*

- 1. Demonstrates Ethical Practice
- 2. Embodies a Coaching Mindset
- 3. Establishes and Maintains Agreements
- 4. Cultivates Trust and Safety
- 5. Maintains Presence
- 6. Listens Actively
- 7. Evokes Awareness
- 8. Facilitates Client Growth
- No Core Competencies were included in this program.

File Upload: Please upload all related supplemental documentation for the program demonstrating what was taught in the program.

### Browse Files

Drag and drop files here

Do you have another program to enter? \*

Yes  No